Canon

SmartBase MPC600F/400

Fax Guide

CE This equipment conforms with the essential requirements of EC Directive 1999/5/EC.
We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230V, 50Hz although the rated input of the product is 200V-240V, 50/60Hz.
If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

(For Europe Only)

Using Your Documentation

Your machine includes the following documentation. This documentation has been designed so that you can easily use your machine to suit your particular needs.

Setting up the machine
Software installation
Components of the machine
Basic operation of the machine
Summary of settings

→ **Quick Start Guide**

Document and paper handling
Making copies
Maintenance
Troubleshooting feed and copy issues

→ **Reference Guide**

Sending and receiving faxes
Speed dialling
Troubleshooting fax issues

→ **Fax Guide**

MPC600F model only

Controlling the machine from your PC

→ **MultiPASS Suite for Windows® Software User's Guide**

Documentation is included on the CD-ROM in PDF form.

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Model Name

• H12219 (MPC600F)

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Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission time of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on Canon FAX Standard Chart No. 1 (Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or lower, depending on telephone line conditions.

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Type Conventions Used in This Guide

Please read the list below of symbols, terms, and abbreviations used in this guide.

- **Indicates a warning concerning operations that may lead to death or injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these warnings.**

- Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.

- Indicates notes for operation or additional explanations. Reading these is highly recommended.

(→ p. n-nn)	A number preceded by an arrow and enclosed in parentheses references a page number in this guide which contains more information on the topic of the previous sentence.
→ Quick Start Guide	Refer to the Quick Start Guide for details on the topic of the previous sentence.
→ Reference Guide	Refer to the Reference Guide for details on the topic of the previous sentence.
→ MultiPASS Suite User's Guide	Refer to the MultiPASS Suite for Windows® Software User's Guide for details on the topic of the previous sentence.
machine	The word "machine" is the general term used to represent the MPC600F.
default	A setting that remains in effect unless you change it.
document or fax	The original sheet(s) of paper you send or receive with the machine.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD. Available menus and the display differ depending on the current mode (Copy, Fax, or Scan Mode). This guide shows the display in Fax Mode as an example.
transaction number	When you send or receive a document, your machine automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for *Transaction number*.
TX	Denotes *Sending*.
RX	Denotes *Receiving*.

In addition, this guide uses distinctive typefaces to identify buttons and information in the LCD:
- The buttons you press appear in this typeface: **Stop/Reset**.
- Information in the LCD appears in this typeface: `USER SETTINGS`.

Chapter 1

Introduction

Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 8. If you cannot solve the problem or if you think your machine needs servicing, contact your local authorised Canon dealer or the Canon help line.

Operation Panel

This section describes buttons used when sending and receiving faxes. For buttons not described here, → Reference Guide.

ON/OFF Button
Turns the machine on and off.

Resume Button
Resumes sending or receiving faxes after an error is corrected. Also ejects a document remaining in the ADF.

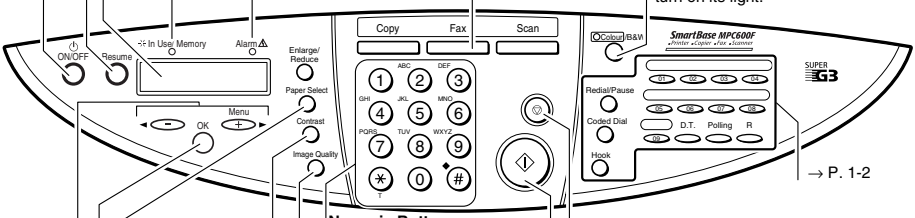
LCD
Displays messages and selections, and prompts during operation.

In Use/Memory Light
Blinks when the machine is using the telephone line. Lights when there are documents in memory.

Alarm Light
Flashes when an error occurs, or when the machine is out of paper or ink.

Fax Button
Switches the standby display to Fax Mode.

Colour/B&W Button
Sets the machine for colour or black & white transmission. For colour transmission, press this button to turn on its light.



→ P. 1-2

Numeric Buttons
Enter numbers when dialling or registering fax/telephone numbers. Also enter charaters when registering names.

(Stop/Reset) Button
Cancels sending/receiving faxes and other operations, and returns the machine to standby mode.

(Start) Button
Starts sending or receiving faxes.

Paper Select Button
Selects the paper size for received faxes (→ Reference Guide.

T ( ) Button
Connects to information services that accept tone dialling only, even if you are using a rotary pulse.

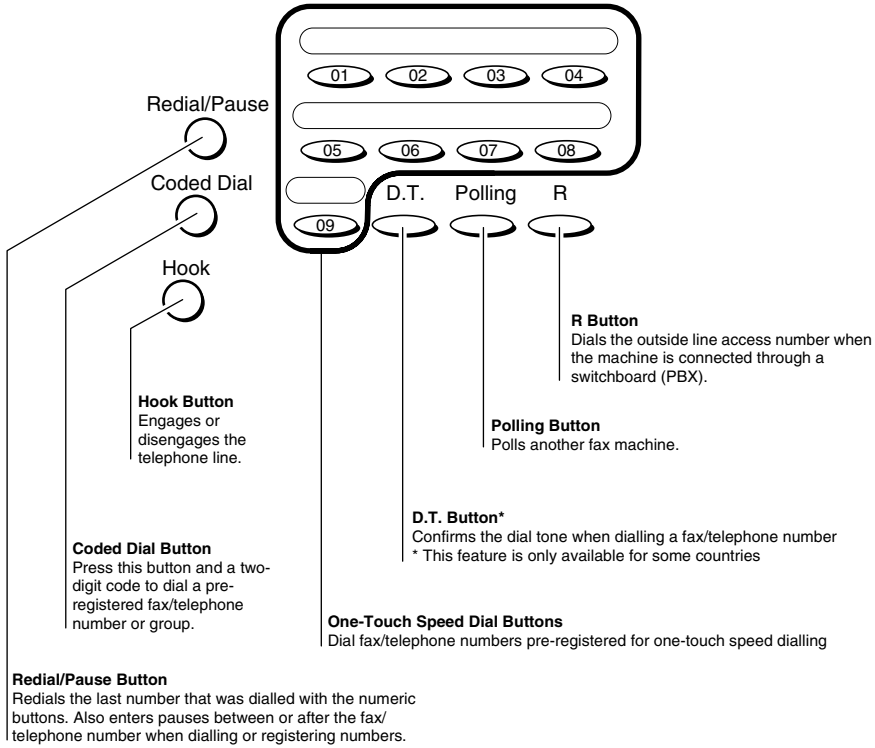
OK Button
Selects and confirms settings.

Image Quality Button
Selects the fax resolution.

Contrast Button
Adjusts the fax contrast.

◀ (-), ▶ (+) Buttons
Scroll through selections. Also, ◀ clears an entry and ▶ enters a space between characters.

Menu Button
Displays the menu to customise operation of your machine.



Standby Display

The standby display differs depending on which mode is selected. When the machine is turned on, the Copy Mode standby display appears. You can switch Copy Mode to Fax Mode by pressing **Fax**.
The standby display in Fax Mode is as follows:

• The standby display in Copy Mode and Scan Mode are, → Reference Guide.

■ Fax Mode

Chapter 2

Registering Information

Methods of Registering Information in the Machine

To customise the machine to your particular needs, you can adjust the general operation, sending, receiving, printing, system settings, and speed dialling settings. There are two methods of adjusting these settings:

■ **Method 1: Using the Operation Panel**
You can adjust settings directly via the operation panel of the machine. Detailed instructions are described in this guide. Adjusting settings through the operation panel is convenient when you do not have your machine connected to a PC.

■ **Method 2: Using the MultiPASS Suite Software**
You can adjust settings using the MultiPASS Suite software included with your machine. For instructions, → MultiPASS Suite User's Guide.

Guidelines for entering Numbers, Letters, and Symbols

When you come to a step that requires you to enter a name or number, refer to the table below to determine which numeric button to press for the character you want:

Button	Uppercase Letter Mode (: A)	Lowercase Letter Mode (: a)	Number Mode (: 1)
1			1
ABC 2	ABCÅÄÁÀÃÂÆÇ	abcåäáàãâæç	2
DEF 3	DEFÐËÉÈÊ	defðëéèê	3
GHI 4	GHIÏÍÌÎ	ghiïíìî	4
JKL 5	JKL	jkl	5
MNO 6	MNOÑØÖÓÒÕÔ	mnoñøöóòõô	6
PQRS 7	PQRSÞ	pqrsþ	7
TUV 8	TUVÜÚÙÛ	tuvüúùû	8
WXYZ 9	WXYZÝ	wxyzý	9
0			0
◆ #	– . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >		
* T	Uppercase Letter Mode (: A) →	Lowercase Letter Mode (: a) →	Number Mode (: 1)

• If you pause for more than two minutes between entering data, the machine will automatically return to standby mode.

■ Entering Letters

1 Press ✳ to switch to uppercase letter mode (:A) or lowercase letter mode (:a).

Ex:
```
UNIT NAME          :A
    _
```

2 Press the numeric button that contains the letter you want.
- Press repeatedly until the letter you want appears. Each button cycles through the letters it contains.
- If you are unsure which button to press for the letter you want, → p. 2-1.

Ex:
```
UNIT NAME          :A
    C
```

3 Continue entering other letters using the numeric buttons.
- If the next letter you want to enter is under a different numeric button, simply press that button until the letter you want appears.
  -or-
  If the next letter you want to enter is under the same numeric button you pressed in step 2, use ▶ to move the cursor to the right. Then press that same numeric button repeatedly until the letter you want appears.
- Use ▶ to enter a space and move the cursor to the right.

Ex:
```
UNIT NAME          :A
    CA
```

■ Entering Numbers

1 Press ✳ to switch to number mode (:1).

Ex:
```
UNIT NAME          :1
    _
```

2 Press the numeric button that contains the number you want.
- Use ▶ to enter a space and move the cursor to the next digit.

Ex:
```
UNIT NAME          :1
    1_
```

3 Continue entering other numbers using the numeric buttons.

Ex:
```
UNIT NAME          :1
    10_
```

■ Entering Symbols

1 Press # repeatedly until the symbol you want appears.

Ex:
```
UNIT NAME          :1
    #
```

2 If you want to enter another symbol, use ▶ to move the cursor to the right, then press # repeatedly until the symbol you want appears.

Ex:
```
UNIT NAME          :1
    #-
```

■ Correcting a Mistake

If you make a mistake while entering letters or numbers, you can correct it by using ◀.

■ To Delete the Last Letter/Number

Press ◀ once to delete the last letter or the last number you entered.

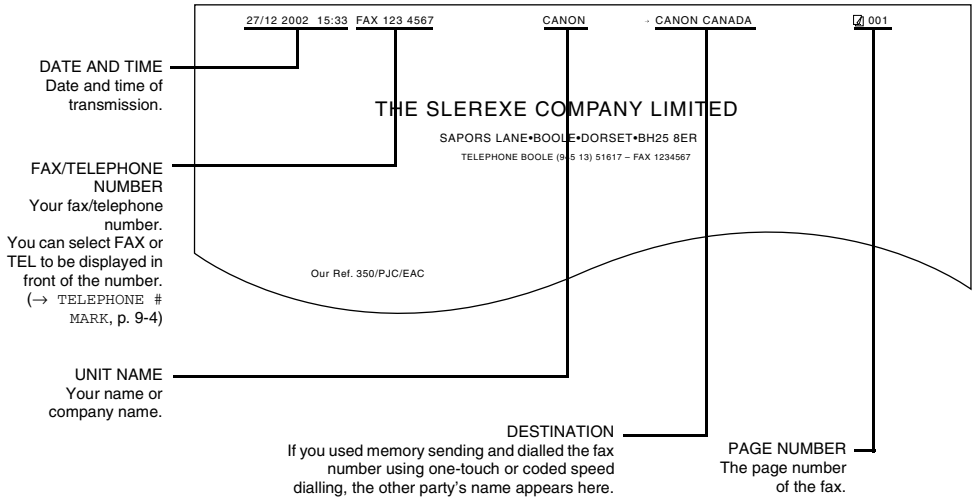
■ To Delete All Letters/Numbers

Press and hold ◀ to delete all letters or all numbers you entered.

Registering Sender Information

What is Sender Information?

When you receive a fax, the name of the person or company who sent you the fax, their fax/telephone number, and the date and time of transmission may be printed in small type at the top of each page. This information is called the *Sender information* or the *Transmit Terminal Identification (TTI)*. Similarly, you can register your details in your machine so that whenever you send a fax, the other party knows who sent it, and when it was sent. Below is an example of how your sender information would print on a fax sent from your machine:



- You can set the sender information to print inside or outside the image area. (→ TTI POSITION, p. 9-4)
- You can enter the sender information from the operation panel (→ following page) or from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

■ Entering the Date and Time

1 Press **Menu**.

2 Use ◀ or ▶ to select FAX SETTINGS.

Ex:
```
MENU
 5.FAX SETTINGS
```

3 Press **OK** three times.

```
FAX SETTING
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

The date and time currently set for the machine are displayed.

Ex:
```
DATE & TIME
20/12 2002     15:10
```

4 Use the numeric buttons to enter the correct day, month, year, and time in this order.
- Use ◀ or ▶ to move the cursor under the number you want to change, then press the numeric button.
- Enter only the last two digits of the year.
- Use the 24-hour format for the time (e.g., 1:00 p.m. as 13:00).

Ex:
```
DATE & TIME
27/12 2002     22:30
```

5 Press **OK**.

```
DATE & TIME
DATA ENTRY OK
```

```
USER SETTINGS
 2.DATE SETUP
```

6 Press **Stop/Reset** to return to standby mode.

■ Registering Your Fax/Telephone Number and Name

1 Press **Menu**.

2 Use ◀ or ▶ to select FAX SETTINGS.

Ex:
```
MENU
 5.FAX SETTINGS
```

3 Press **OK** twice.

```
FAX SETTINGS
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

4 Use ◀ or ▶ to select UNIT TELEPHONE #.

```
USER SETTINGS
 3.UNIT TELEPHONE #
```

5 Press **OK**.

Ex:
```
UNIT TELEPHONE #
TEL=
```

6 Use the numeric buttons to enter your fax/telephone number (max. 20 digits, including spaces).
- If your fax/telephone number has already been registered, the number appears.
- Use ▶ to enter a space.
- To enter a plus sign (+) before the number, press #.
- If you make a mistake, press ◀ to delete the last number or press and hold ◀ to delete all numbers you entered.

Ex:
```
UNIT TELEPHONE #
TEL=         123 4567
```

7 Press **OK** twice.

```
UNIT TELEPHONE #
DATA ENTRY OK
```

```
USER SETTINGS
 4.UNIT NAME
```

Ex:
```
UNIT NAME          :A
    _
```

8 Use the numeric buttons to enter your name or company name (max. 24 characters, including spaces).
- If you are unsure how to enter characters, → p. 2-1.
- If you have already registered your name or company name, the previous entry will be displayed. To change your name, press and hold ◀ to delete the previous entry and re-enter.

Ex:
```
UNIT NAME          :A
    CANON
```

9 Press **OK**.

Ex:
```
UNIT NAME          :A
DATA ENTRY OK
```

```
USER SETTINGS
 5.TX TERMINAL ID
```

10 Press **Stop/Reset** to return to standby mode.

■ Printing a List to Check Information Registered in Your Machine

You can print the USER'S DATA LIST to check the sender information and current settings of your machine.

1 Press **Menu**.

2 Use ◀ or ▶ to select REPORTS/LISTS.

Ex:
```
MENU
 3.REPORTS/LISTS
```

3 Press **OK**.

```
REPORTS/LISTS
 1.ACTIVITY REPORT
```

4 Use ◀ or ▶ to select USER DATA LIST.

```
REPORTS/LISTS
 3.USER DATA LIST
```

5 Press **OK**.
- The machine prints the USER'S DATA LIST.

```
PRINTING REPORT
```

The sender information is shown at the beginning of the list. The current settings of the machine are listed after this.

```
27/12 2002 16:40 FAX 123 4567      CANON                    001

                    ****************************
                    ***   USER'S DATA LIST   ***
                    ****************************

FAX SETTINGS
    USER SETTINGS
        DATE SETUP                  DD/MM YYYY
        UNIT TELEPHONE #                    123 4567
        UNIT NAME                   CANON
        TX TERMINAL ID              ON
           TTI POSITION             OUTSIDE IMAGE
           TELEPHONE # MARK         FAX
        OFFHOOK ALARM               ON
```

Setting the Telephone Line Type

Before using your machine, you need to make sure it is set for your telephone line type. If you are unsure of your telephone line type, check with your local telephone company. The factory default setting of your machine varies depending on the current country selection. You can print the USER'S DATA LIST to check the current setting. (→ p. 2-5)
If you need to change the setting, follow this procedure.

1 Press **Menu**.

2 Use ◀ or ▶ to select FAX SETTINGS.

Ex:
```
MENU
 5.FAX SETTINGS
```

3 Press **OK** twice.

```
FAX SETTINGS
 1.USER SETTINGS
```

```
USER SETTINGS
 1.DATE & TIME
```

4 Use ◀ or ▶ to select TEL LINE TYPE.

```
USER SETTINGS
 9.TEL LINE TYPE
```

5 Press **OK**.

Ex:
```
TEL LINE TYPE
          TOUCH TONE
```

6 Use ◀ or ▶ to select the telephone line type setting you want to set.
- You can select from the following:
  - ROTARY PULSE (For pulse dialling)
  - TOUCH TONE (For tone dialling)

Ex:
```
TEL LINE TYPE
         ROTARY PULSE
```

7 Press **OK**.

```
USER SETTINGS
10.R-KEY SETTING
```

8 Press **Stop/Reset** to return to standby mode.

Dialling Through a Switchboard

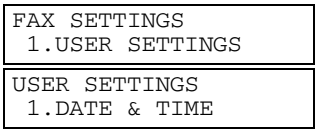
A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, and then the number of the party you are calling.
To facilitate this procedure, you can register the PBX access type and the outside line access number under the **R** button so that you only need to press this button before dialling the fax/telephone number you want to reach. See below for details.
The settings available and the factory default setting vary depending on the current country selection. You can print the USER'S DATA LIST to check the current setting. (→ p. 2-5)

1 Press **Menu**.

2 Use ◀ or ▶ to select FAX SETTINGS.

Ex:
```
MENU
 5.FAX SETTINGS
```

3 Press **OK** twice.



4 Use ◀ or ▶ to select R-KEY SETTING.

5 Press **OK**.

6 Use ◀ or ▶ to select PBX.

7 Press **OK**.

Ex:

8 Use ◀ or ▶ to select the access type of your switching system.

Ex:

■ **If you selected HOOKING or EARTH CONNECTION in step 8:**

9 Press **OK**.

10 Press **Stop/Reset** to return to standby mode.

■ **If you selected PREFIX in step 8:**

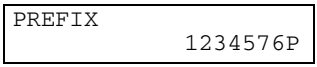
9 Press **OK**.

10 Use the numeric buttons to enter the outside line access number (max. 19 digits).

Ex:

11 Press **Redial/Pause** to enter a pause.

Ex:



12 Press **OK**.

13 Press **Stop/Reset** to return to standby mode.

Chapter 3

Speed Dialling

What is Speed Dialling?

Speed dialling allows you to simplify dialling procedures by registering a fax/telephone number(s) and name under a button or code. You can then dial that number by pressing only one or a few buttons.

■ Speed Dialling Methods

The three speed dialling methods available with your machine are as follows:

■ One-Touch Speed Dialling (→ p. 3-2)
Allows you to dial a fax or telephone number by pressing only one button. You can register up to nine destinations for one-touch speed dialling.

■ Coded Speed Dialling (→ p. 3-4)
Allows you to dial a fax or telephone number by pressing **Coded Dial** followed by a two-digit code of your choice. You can register up to 100 different destinations.

■ Group Dialling (→ p. 3-7)
Allows you to dial a group of registered one-touch and/or coded speed dialling fax numbers. By registering a group for one-touch or coded speed dialling, you press only one or a few buttons to send the same document to several destinations.

The following pages describe how to register numbers for speed dialling.

- For instructions on dialling using the speed dialling methods, → p. 4-3.
- You can also register numbers for speed dialling from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

One-Touch Speed Dialling

■ Registering Numbers for One-Touch Speed Dialling

1 Press **Menu**.

2 Use ◀ or ▶ to select `TEL REGISTRATION`.

Ex:
```
MENU
 4.TEL REGISTRATION
```

3 Press **OK** twice.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

Ex:
```
1-TOUCH SPD DIAL
 01=    905 795 1111
```

4 Use ◀ or ▶ to select a one-touch speed dialling button (01 to 09).

Ex:
```
1-TOUCH SPD DIAL
 04=
```

- If a one-touch speed dialling button has already been registered, the number registered under that button appears.
- If a group is already registered under a one-touch speed dialling button, `GROUP DIAL` appears.

5 Press **OK** twice.

```
1-TOUCH SPD DIAL
 1.TELEPHONE NUMBER
```

```
TELEPHONE NUMBER
 TEL=_
```

6 Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

Ex:
```
TELEPHONE NUMBER
TEL=2 50921_
```

- Use ▶ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ to delete the last number, or press and hold ◀ to delete all numbers you entered.

7 Press **OK** twice.

```
TELEPHONE NUMBER
DATA ENTRY OK
```

```
1-TOUCH SPD DIAL
 2.NAME
```

```
NAME                :A
    _
```

8 Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).

- If you do not want to register a name, ignore this step.
- If you are unsure how to enter characters, → p. 2-1.

Ex:
```
NAME                :A
    Canon ITALIA
```

9 Press **OK**.

Ex:
```
NAME                    :A
DATA ENTRY OK
```

Ex:
```
1-TOUCH SPD DIAL
 05=
```

10 To continue registering other one-touch speed dialling buttons, repeat the procedure from step 4.
-or-
Press **Stop/Reset** to return to standby mode.

• You can use the destination labels. Stick these labels on your machine for easy reference when dialling.

■ Changing/Deleting a One-Touch Speed Dialling Entry

1 Follow steps 1 to 3 of "Registering Numbers for One-Touch Speed Dialling". (→ p. 3-2)

2 Use ◀ or ▶ to select the one-touch speed dialling button assigned to the entry you want to change or delete.

Ex:
```
1-TOUCH SPD DIAL
 06=      1 432 2015
```

3 Press **OK** twice.

```
1-TOUCH SPD DIAL
 1.TELEPHONE NUMBER
```

Ex:
```
TELEPHONE NUMBER
TEL=1 432 2015_
```

▮ To Change a One-Touch Speed Dialling Entry:

4 Use ◀ to delete the previous entry, then re-enter the fax/telephone number.

Ex:
```
TELEPHONE NUMBER
TEL=1 432 2060_
```

- If you do not want to change the fax/telephone number, ignore this step.
- Use ▶ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- Press and hold ◀ to delete all numbers you entered.

5 Press **OK** twice.

```
TELEPHONE NUMBER
DATA ENTRY OK
```

```
1-TOUCH SPD DIAL
 2.NAME
```

Ex:
```
NAME                    :A
    Canon OPTIX
```

6 Press and hold ◀ to delete the previous entry, then re-enter the name.

Ex:
```
NAME                    :A
    Canon OPTICS
```

- If you do not want to change the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-1.

7 Press **OK**.

Ex:
```
NAME                    :A
DATA ENTRY OK
```

Ex:
```
1-TOUCH SPD DIAL
 07=
```

8 Press **Stop/Reset** to return to standby mode.

To Delete a One-Touch Speed Dialling Entry:

4 Press and hold ◀ to delete the fax/telephone number.

```
TELEPHONE NUMBER
TEL=
```

5 Press **OK**.

```
TELEPHONE NUMBER
ERASING END
```

```
1-TOUCH SPD DIAL
 2.NAME
```

6 Press **Stop/Reset** to return to standby mode.
- The registered name is automatically cleared when you clear the fax/telephone number.

Coded Speed Dialling

Registering Numbers for Coded Speed Dialling

1 Press **Menu**.

2 Use ◀ or ▶ to select TEL REGISTRATION.

Ex:
```
MENU
 4.TEL REGISTRATION
```

3 Press **OK**.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

4 Use ◀ or ▶ to select CODED SPEED DIAL.

```
TEL REGISTRATION
 2.CODED SPEED DIAL
```

5 Press **OK**.

Ex:
```
CODED SPEED DIAL
*00=        2131 1250
```

6 Use ◀ or ▶ to select a coded speed dialling code (00 to 99).

Ex:
```
CODED SPEED DIAL
*02=
```

- If a coded speed dialling code has already been registered, the number registered under that code appears.
- If a group is already registered under a coded speed dialling code, GROUP DIAL appears.
- You can also select a code by pressing **Coded Dial** and then entering a two-digit code with the numeric buttons.

7 Press **OK** twice.

```
CODED SPEED DIAL
 1.TELEPHONE NUMBER
```

```
TELEPHONE NUMBER
TEL=_
```

8 Use the numeric buttons to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses).

Ex:
```
TELEPHONE NUMBER
TEL=1 49 39 25 25_
```

- Use ▶ to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- If you make a mistake, press ◀ to delete the last number or press and hold ◀ to delete all numbers you entered.

9 Press **OK** twice.

```
TELEPHONE NUMBER
DATA ENTRY OK
```

```
CODED SPEED DIAL
 2.NAME
```

```
NAME                :A
    _
```

10 Use the numeric buttons to enter the name that goes with the number (max. 16 characters, including spaces).
- If you do not want to register a name, ignore this step.
- If you are unsure how to enter characters, → p. 2-1.

Ex:
```
NAME                :A
    Canon FRANCE
```

11 Press **OK**.

Ex:
```
NAME                :A
DATA ENTRY OK
```

Ex:
```
CODED SPEED DIAL
✳03=    516p488 6700
```

12 To continue registering other coded speed dialling codes, repeat the procedure from step 6.
-or-
Press **Stop/Reset** to return to standby mode.

- You can print the CODED SPEED DIAL LIST showing all the numbers and names registered for coded speed dialling (→ p. 3-9). Keep this list near your machine for easy reference when dialling.

■ Changing/Deleting a Coded Speed Dialling Entry

1 Follow steps 1 to 5 of "Registering Numbers for Coded Speed Dialling". (→ p. 3-4)

2 Use ◀ or ▶ to select the coded speed dialling code assigned to the entry you want to change or delete.
- You can also select the code by pressing **Coded Dial** and then entering the two-digit code with the numeric buttons.

Ex:
```
CODED SPEED DIAL
✳32=     81 773 3115
```

3 Press **OK** twice.

```
CODED SPEED DIAL
 1.TELEPHONE NUMBER
```

Ex:
```
TELEPHONE NUMBER
TEL=81 773 3115_
```

▮ To Change a Coded Speed Dialling Entry:

4 Use ◄ to delete the previous entry, then re-enter the fax/telephone number.

Ex:
```
TELEPHONE NUMBER
TEL=81 773 3137_
```

- If you do not want to change the fax/telephone number, ignore this step.
- Use ► to enter a space and move the cursor to the next digit. Spaces are optional and are ignored during dialling.
- Press **Redial/Pause** to enter a pause.
- Press and hold ◄ to delete all numbers you entered.

5 Press **OK** twice.

```
TELEPHONE NUMBER
DATA ENTRY OK
```

```
CODED SPEED DIAL
 2.NAME
```

Ex:
```
NAME                :A
    Canon UC
```

6 Press and hold ◄ to delete the previous entry, then re-enter the name.

- If you do not want to change the name, ignore this step.
- If you are unsure how to enter characters, → p. 2-1.

Ex:
```
NAME                :A
    Canon UK
```

7 Press **OK**.

Ex:
```
NAME                :A
DATA ENTRY OK
```

Ex:
```
CODED SPEED DIAL
*33=
```

8 Press **Stop/Reset** to return to standby mode.

▮ To Delete a Coded Speed Dialling Entry:

4 Press and hold ◄ to delete the fax/telephone number.

```
TELEPHONE NUMBER
TEL=
```

5 Press **OK**.

```
TELEPHONE NUMBER
ERASING END
```

```
CODED SPEED DIAL
 2.NAME
```

6 Press **Stop/Reset** to return to standby mode.

- The registered name is automatically cleared when you clear the fax/telephone number.

Group Dialling

■ Creating Groups

1 Press **Menu**.

2 Use ◀ or ▶ to select TEL REGISTRATION.

Ex:
```
MENU
 4.TEL REGISTRATION
```

3 Press **OK**.

```
TEL REGISTRATION
 1.1-TOUCH SPD DIAL
```

4 Use ◀ or ▶ to select GROUP DIAL.

```
TEL REGUSTRATION
 3.GROUP DIAL
```

5 Press **OK**.

Ex:
```
GROUP DIAL
 01=1-TOUCH SPD DIAL
```

6 Select a one-touch speed dialling button or coded speed dialling code under which you want to register the group.

- If you wish to register a group under a button or code already registered for speed dialling, or you want to re-enter a group, you must delete the previous information first. (→ pp. 3-3, 3-5)

▮ To register a group under a one-touch speed dialling button:

Use ◀ or ▶ to select the button under which you want to register the group (01 to 09).

- If a one-touch speed dialling button has already been registered, 1-TOUCH SPD DIAL or GROUP DIAL appears.

Ex:
```
GROUP DIAL
 03=
```

▮ To register a group under a coded speed dialling code:

Press **Coded Dial**, then use the numeric buttons to enter the code under which you want to register the group (00 to 99).

- If a coded speed dialling code has already been registered, CODED SPEED DIAL or GROUP DIAL appears.

Ex:
```
GROUP DIAL
 21=
```

7 Press **OK** twice.

```
GROUP DIAL
 1.TELEPHONE NUMBER
```

```
TEL=
```

8 Enter the one-touch and/or coded speed dialling numbers you want to register in the group.

- You cannot register numbers in groups that have not been registered for speed dialling.
- You can review the numbers registered under the group by pressing ◀ or ▶.
  - If you want to delete one of these numbers from the group, press and hold ◀ (ERASING END is displayed).
  - If you want to delete all numbers in the group, press and hold ◀ until all numbers are deleted. Deleting all numbers will cancel the group. (The registered names are automatically cleared when you cancel a group.)
  - If you want to add a number to the group, press the one-touch speed dialling button or the coded speed dialling code to which the number is assigned.
- You can cancel registering numbers and return to standby mode by pressing the **Stop/Reset** anytime before pressing **OK** in step 9.

❚ To enter a destination registered for one-touch speed dialling:

Press the one-touch speed dialling button assigned to each number you want to register in the group. Repeat for other buttons.

Ex:
```
TEL=          2 50921
 04 Canon ITALIA
```

❚ To enter a destination registered for coded speed dialling:

Press **Coded Dial,** then use the numeric buttons to enter the two-digit code assigned to the number you want to register in the group. Repeat for other codes.

Ex:
```
TEL=   1 49 39 25 25
✳02 Canon FRANCE
```

9 Press **OK** twice.

```
GROUP DIAL
 2.NAME
```

```
NAME                :A
    _
```

10 Use the numeric buttons to enter a name for the group (max. 16 characters, including spaces).

- If you do not want to register a name, ignore this step.
- If you are unsure how to enter characters, → p. 2-1.

Ex:
```
NAME                :1
    Canon GROUP 2_
```

11 Press **OK**.

Ex:
```
NAME                :1
DATA ENTRY OK
```

Ex:
```
GROUP DIAL
 04=1-TOUCH SPD DIAL
```

12 To continue registering other groups, repeat the procedure from step 6.

-or-

Press **Stop/Reset** to return to standby mode.

- You can print the GROUP DIAL LIST showing all the numbers and names registered for group dialling (→ p. 3-9). Keep this list near your machine for easy reference when dialling.

Speed Dialling Lists

You can print lists of fax/telephone numbers registered for speed dialling. Keep these lists near your machine so you can refer to them when dialling.

■ Printing Speed Dialling Lists

1 Press **Menu**.

2 Use ◀ or ▶ to select REPORTS/LISTS.

Ex:
```
MENU
 3.REPORTS/LISTS
```

3 Press **OK**.

```
REPORTS/LISTS
 1.ACTIVITY REPORT
```

4 Use ◀ or ▶ to select SPEED DIAL LIST.

```
REPORTS/LISTS
 2.SPEED DIAL LIST
```

5 Press **OK**.

```
SPEED DIAL LIST
 1.1-TOUCH LIST
```

6 Use ◀ or ▶ to select the list you want to print.
- You can select from the following:
  - 1-TOUCH LIST
  - CODED DIAL LIST
  - GROUP DIAL LIST

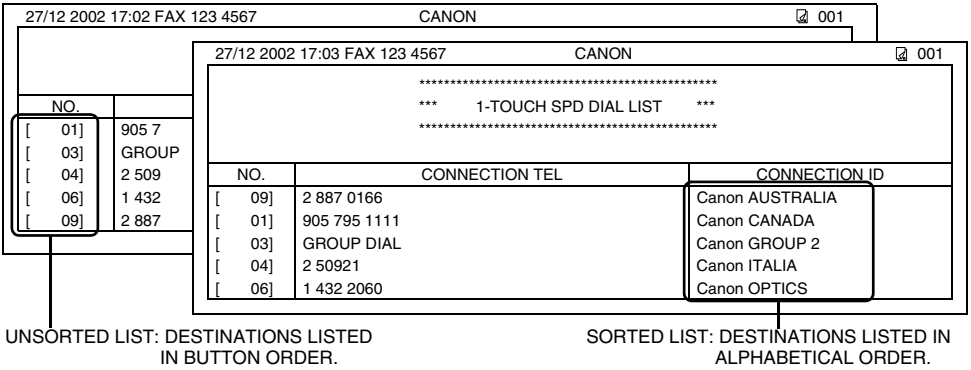
Ex:
```
SPEED DIAL LIST
 2.CODED DIAL LIST
```

7 Press **OK**.
- If you selected 1-TOUCH LIST or CODED DIAL LIST above, select in what order you want the destinations to be printed:
  Press ✳ to print the list with the names of the destinations in alphabetical order.
  -or-
  Press # to print the list in code or button order.
- The machine prints the list.

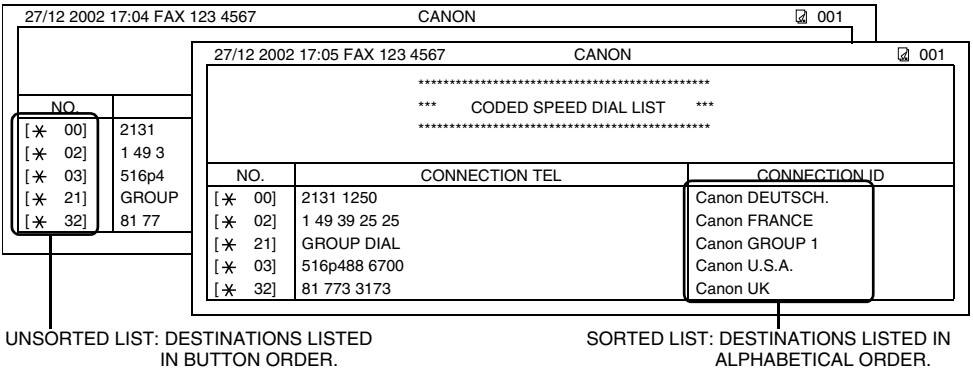
```
SORTED OUTPUT
YES=(✳)    NO=(#)
```

Samples of the lists are shown below:

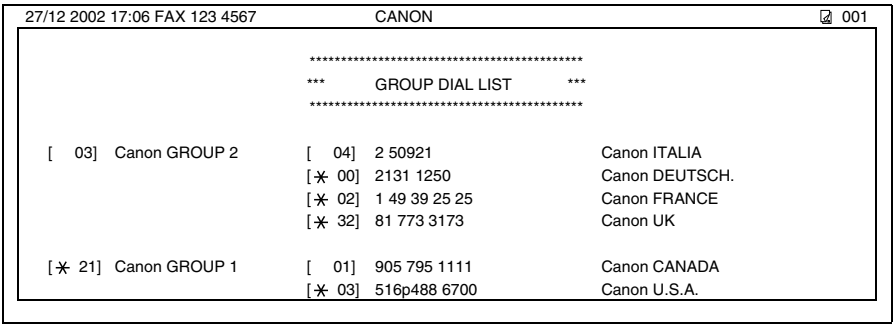
■ 1-TOUCH SPD DIAL LIST



■ CODED SPEED DIAL LIST



■ GROUP DIAL LIST



Chapter 4

Sending Faxes

Preparing to Send a Fax

■ Documents You Can Fax

For information on the types of documents you can fax, their requirements, and details on loading documents, → Reference Guide.

■ Adjusting the Quality of Your Faxes

Canon's Ultra High Quality (UHQ™) imaging technology enables you to send documents that are very close to the quality of the original. The machine allows you to send a document in colour or black & white, and to adjust the resolution and contrast to best suit your particular document.

• Please note that you cannot change settings while your machine is scanning a document.

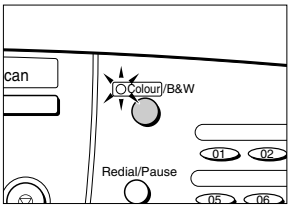
Setting Colour or Black & White Transmission

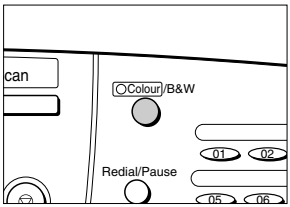
Your machine can send faxes in black & white. It can also send faxes in colour to fax machines with colour capability. Before sending a document, you need to adjust whether the document will be sent in colour, or in black & white only.

■ Colour/B&W Button and Light

Press **Colour/B&W** to switch between colour mode and black & white mode. When the machine is in colour mode, the **Colour/B&W** light is turned on. When the machine is in black & white mode, the light is turned off.

Colour mode	Black & White mode





■ Notice for Colour Faxing

If you attempt to send a colour document to a fax machine that does not support colour faxing, the document will not be sent and the LCD will display `TRY AGAIN IN B&W`. Try sending again in black & white. Alternatively, you can enable the `COLOUR DIRECT TX` setting (→ p. 9-6) that converts colour faxes to black & white if the other party's fax machine does not support colour faxing, thus enabling you to send colour documents to any fax machine without an error occurring.

• When a transmission is over or cancelled, the setting automatically reverts to black & white.

Setting the Scanning Resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.

• The higher the resolution, the higher the output quality, but the slower the scanning and transmission speed.

1 Press **Image Quality**.

Ex:
```
FAX RESOLUTION
         B&W STANDARD
```
(black & white mode)

Ex:
```
FAX RESOLUTION
      COLOUR STANDARD
```
(colour mode)

2 Use ◀ or ▶ to select the resolution.

- In black & white mode, you can select from the following:
  - `B&W STANDARD`
    Suitable for most text-only documents.
  - `B&W FINE`
    Suitable for fine-print documents.
  - `B&W PHOTO`
    Suitable for documents that contain images such as photos. With this setting, areas of the document that contain photos are automatically scanned with 64 levels of grey, rather than just two (black & white).
- In colour mode, you can select from the following:
  - `COLOUR STANDARD`
    Suitable for normal colour documents.
  - `COLOUR FINE`
    Suitable for fine colour documents.

3 Press **OK**.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly          FINE
```

Setting the Scanning Contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can select from three levels of scanning contrast the machine uses to send faxes. Select according to how light or dark/deep the document is.

• You can also set the scanning contrast for sending from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

1 Press **Contrast**.

Ex:
```
SCAN CONTRAST
   -LT ◑□■□◗ DK+
```

2 Use ◀ or ▶ to select `SCAN CONTRAST`. For a lighter scanning contrast, press ◀. For a darker or deeper scanning contrast, press ▶.

Ex:
```
SCAN CONTRAST
   -LT ◑□□■◗ DK+
```

3 Press **OK**.

■ Dialling Methods

There are several ways of dialling the number of the party you want to send to. They are as follows:

■ When the Fax Number is Not Registered in the Machine

- Regular Dialling

■ When the Fax Number is Registered in the Machine

- One-Touch Speed Dialling
- Coded Speed Dialling
- Group Dialling

- By registering numbers for speed dialling, you can use the sequential broadcasting feature. (→ p. 4-11)
- If you are unsure of the registered fax numbers, check the destination labels, or print each list and check the numbers. (→ Printing Speed Dialling Lists, p. 3-9)
- For details on registering a fax number for speed dialling, → Chapter 3.

■ When You Dial from Your PC

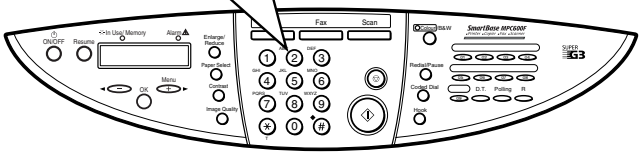
- PC Dialling

Regular Dialling

Dial a fax number by using the numeric buttons, just like dialling a telephone number.

Ex:

① 9 0 5 7 9 5 1 1 1 1



② Press **Start**.

Ex:

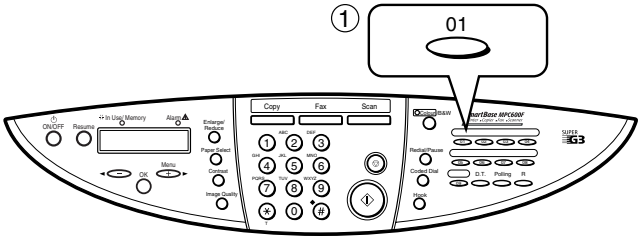
```
TEL=        9057951111
```

- If you enter the wrong number, press **Stop/Reset** or use ◀ to delete the number, then enter the correct number.

One-Touch Speed Dialling

Dial a fax number by pressing the one-touch speed dialling button (**01** to **09**) to which the number is assigned.

Ex:



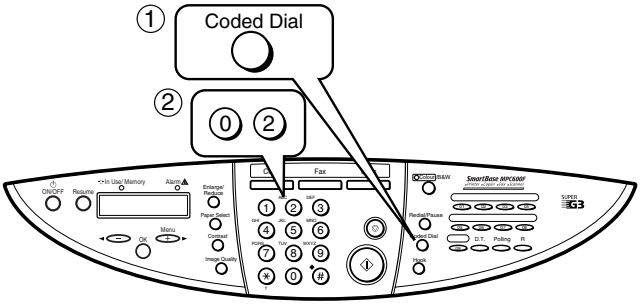
Ex:
```
TEL=     905 795 1111
 01 Canon CANADA
```

- The number registered under that one-touch speed dialling button (01–09) is displayed.
- If you press the wrong button, press **Stop/Reset**, then press the correct button.
- NO TEL # appears if no fax number is assigned to the one-touch speed dialling button you pressed.

Coded Speed Dialling

Dial a fax number by pressing **Coded Dial** followed by the two-digit code (00 to 99) to which the number is assigned.

Ex:



Ex:
```
TEL=    1 49 39 25 25
✳02 Canon FRANCE
```

- The number registered under that coded speed dialling code is displayed.
- If you enter the wrong code, press **Stop/Reset**. Then press **Coded Dial** and enter the correct code.
- NO TEL # appears if no fax number is assigned to the coded speed dialling code you entered.

Group Dialling

Dial a group of fax numbers registered under a one-touch speed dialling button or coded speed dialling code.

❚ To enter a group registered under a one-touch speed dialling button:

Press the one-touch speed dialling button assigned to the group you wish to fax. (→ p. 4-4)

Ex:

```
TEL=GROUP DIAL
 03 Canon GROUP 2
```

- The name of the group is displayed.
- If you press the wrong button, press **Stop/Reset**, then press the correct button.
- `NO TEL #` appears if no fax number is assigned to the one-touch speed dialling button you pressed.

❚ To enter a group registered under a coded speed dialling code:

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code assigned to the group you wish to fax. (→ p. 4-4)

Ex:

```
TEL=GROUP DIAL
✳21 Canon GROUP 1
```

- The name of the group is displayed.
- If you enter the wrong code, press **Stop/Reset**. Then press **Coded Dial** and enter the correct code.
- `NO TEL #` appears if no fax number is assigned to the coded speed dialling code you entered.

PC Dialling

Dial a fax number from your PC using the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

Sending Methods

This section describes the methods and advantages of the two main sending methods: *Memory sending* and *manual sending via the handset*.

■ Memory Sending

Memory sending is a quick and easy way to send a document. As the first page of a multipage document is being scanned into the machine's memory, the machine begins calling the other party and transmitting the information even as the remaining pages are being scanned.
Since the machine is multitasking, you can perform other operations while the machine is sending a fax.
The machine has enough memory to store up to approximately 270 pages* (fewer if the document contains many graphics or particularly dense text).
* Based on Canon FAX Standard Chart No. 1, standard mode.

■ Memory Sending Using the ADF

1 Press **Fax** to set Fax Mode.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly      STANDARD
```

2 Prepare the document and load it into the ADF.
(→ Reference Guide)
- For colour sending, press **Colour/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

Ex:
```
MEMORY USED
                    0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

3 Dial the other party's fax number.
- For dialling methods, → p. 4-3.
- If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
- If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/ Pause**.

Ex:
```
TEL=       9057951111
```

4 Press **Start** to begin scanning for sending.
- When you use speed dialling, scanning starts automatically after a few seconds if the `TIME OUT` setting is on. (→ p. 9-5)
- To cancel sending once dialling has started, press **Stop/Reset** then ✳. (→ p. 4-9)

- You can scan a document up to 1 metre long.
- You can scan up to 30 different documents for memory sending.
- When an error occurs during sending, the document is automatically deleted from memory, even if it was not sent completely.
- If you send a colour document to a fax machine that does not support colour faxing, or `TRY AGAIN IN B&W` displays in the LCD, → p. 4-1.

■ Memory Sending Using the Platen Glass

- When documents are loaded into the ADF, the machine will scan documents not on the platen glass but in the ADF. You need to remove documents from the ADF in advance.

1 Press **Fax** to set Fax Mode.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly      STANDARD
```

2 Prepare the document and place it on the platen glass. (→ Reference Guide)
- For colour sending, press **Colour/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

3 Dial the other party's fax number.
- For dialling methods, → p. 4-3.
- If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
- If you must first dial a digit to get an outside line ("9", for example), add a pause after that digit by pressing **Redial/ Pause**.

Ex:
```
TEL=        9057951111
```

4 Press **Start** to begin scanning.
- When you use speed dialling, scanning starts automatically after a few seconds if the `TIME OUT` setting is on. (→ p. 9-5)
- If you want to scan other documents, set the next document on the platen glass and press **Start**.

```
NEXT PAGE    :START
END SCANNING:OK
```

5 Press **OK** to send.
- To cancel sending after dialling has started, press **Stop/Reset** then ✳. (→ p. 4-9)

- You can scan up to 30 different documents for memory sending.
- When an error occurs during sending, the document is automatically deleted from memory, even if it was not sent completely.
- If you send a colour document to a fax machine that does not support colour faxing, or `TRY AGAIN IN B&W` displays in the LCD, → p. 4-1.

■ Manual Sending Via the Handset

Manual sending via the handset allows you to talk to the other party before sending a document. This method is useful if the other party must manually set their fax machine to receive before they can receive a fax.

- For this mode, you need to connect a telephone to your machine. (→ Quick Start Guide)
- In this mode, sending from the platen glass is unavailable.

1 Press **Fax** to set Fax Mode.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly      STANDARD
```

2 Prepare the document and load it into the ADF. (→ Reference Guide)
- For colour sending, press **Colour/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

Ex:
```
MEMORY USED
                    0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

3 Press **Hook**.
- You can also lift the handset instead of pressing **Hook**.

```
TEL=
```

4 Dial the other party's fax number.
- For dialling methods, → p. 4-3.
- If you make a mistake during dialling, press **Hook** and start again from step 3.

Ex:
```
TEL=        9057951111
```

5 When you hear the other party answer the call, pick up the handset to start talking.
- If you pressed **Hook** in step 3 instead of lifting the handset, you will hear the other party's voice but they will not be able to hear you through the speaker. Pick up the handset to talk to the other party.
- If you hear a high-pitched signal instead of the other party's voice, press **Start**. If you picked up the handset to dial, press **Start** and hang up the handset. The machine will begin sending the document.

6 When you are ready to send the document, ask the other party to press the start button on their fax machine.

7 When you hear the high-pitched signal of the other party's fax machine, press **Start** on the machine and then hang up the handset.
- The machine begins sending the document.

- Be sure to hang up the handset *after* you press **Start** on the machine; otherwise the call will be disconnected.
- The machine will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the machine to beep, disable the `OFFHOOK ALARM` setting. (→ p. 9-4)
- If you send a colour document to a fax machine that does not support colour faxing, or `TRY AGAIN IN B&W` displays in the LCD, → p. 4-1.

Cancelling Sending

Cancelling Memory Sending

■ Using the ADF

▮ While a document is scanning:

1 Press **Stop/Reset**.
- The transmission is cancelled.
- The machine prints an ERROR TX REPORT. (→ p. 7-3)

- When a document remains in the ADF, remove the other documents from the ADF, and then press **Resume**. The document remaining in the ADF will be ejected automatically.

▮ After scanning is completed:

1 Press **Stop/Reset**.
- The machine asks you to confirm that you want to cancel sending.

Ex:
```
CANCEL?
YES=(*)     NO=(#)
```

2 Press ✳ to cancel sending.
- If you change your mind and want to continue sending, press #.
- To cancel transmission of a document waiting to be sent, you will have to delete it from memory. (→ p. 4-15)
- The machine prints an ERROR TX REPORT. (→ p. 7-3)

■ Using the Platen Glass

1 Press **Stop/Reset**.
- The transmission is cancelled.
- If dialling had begun, the machine prints an ERROR TX REPORT. (→ p. 7-3)

Cancelling Manual Sending Via the Handset

Refer to "Using the platen glass" above.

Redialling When the Line is Busy

There are two methods of redialling: *Manual redialling* and *Automatic redialling*. This section explains these two methods.

■ Manual Redialling

Press **Redial/Pause** to dial the last number you dialled with the numeric buttons. (This starts redialling regardless of whether automatic redialling is enabled.)

Cancelling Manual Redialling

To cancel manual redialling, press **Stop/Reset**.

■ Automatic Redialling

The fax automatically redials after the first attempt at sending fails (e.g., the line is busy).
The number of redialling attempts and the time interval between attempts can be adjusted by changing the settings in the AUTO REDIAL setting. Automatic redialling can also be set off and on. (→ p. 9-5)
If all attempts are unsuccessful, the machine cancels the transmission and prints an ERROR TX REPORT. (→ p. 7-3)

• You can also set the automatic redialling feature from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

When automatic redialling is in use, the LCD alternately displays AUTO REDIAL and the transaction number (TX/RX NO.) while it is waiting to redial.

Cancelling Automatic Redialling

• If you want to cancel a transmission while the machine is waiting to redial, you will have to delete the document from memory. (→ p. 4-15)

1 Wait until the machine begins redialling.

Ex:
```
27/12 2002 FRI 15:30
DIALLING
```

Ex:
```
27/12 2002 FRI 15:30
          20 545 8545
```

2 Press **Stop/Reset**.
• The machine asks you to confirm that you want to cancel.

```
CANCEL?
YES=(*)    NO=(#)
```

3 Press * to cancel redialling.
• If you change your mind and want to continue redialling, press #.
• The machine prints an ERROR TX REPORT. (→ p. 7-3)

Sequential Broadcasting

Sending a Document to More Than One Destination

This feature allows you to scan a document once and send it to several destinations. You can send the document to a maximum of 110 destinations using a combination of the following dialling methods:

- One-touch speed dialling: up to 9 destinations
- Coded speed dialling: up to 100 destinations
- Regular dialling (using the numeric buttons): one destination

You can enter the destinations in any order. (Be sure to press **OK** after your entry with the numeric buttons.)

- If you frequently send documents to the same group of destinations, you can group them and register these numbers for group dialling. You can register up to 108 fax numbers with group dialling and send the same document to these numbers at the press of one or three buttons. (→ p. 3-7)

1 Press **Fax** to set Fax Mode.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly      STANDARD
```

2 Prepare the document and place it on the platen glass or load it into the ADF.

- If you use the platen glass, the LCD displays the standby mode.
- For colour sending, press **Colour/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

Ex:
```
MEMORY USED
                    0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

3 Enter up to 110 fax numbers using any of the following methods:

▮ One-touch speed dialling:

Press the desired one-touch speed dialling button(s).

Ex:
```
TEL=          2 50921
 04 Canon ITALIA
```

▮ Coded speed dialling:

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code. Repeat for other codes.

Ex:
```
TEL=   1 49 39 25 25
*02 Canon FRANCE
```

▮ Regular dialling:

Use the numeric buttons to enter the fax number, then press **OK**.

Ex:
```
TEL=       9057951111
```

- If you enter an incorrect destination, press and hold ◀ to delete it.
- You must enter the second fax number within five seconds of entering the first one. All subsequent fax numbers must be entered within 10 seconds. If you wait longer than these times, the machine automatically begins scanning the document for sending. If you prefer the machine not to do this, disable the TIME OUT setting. (→ p. 9-5)
- If you want to review the numbers you entered, use ◀ or ▶ to scroll through the numbers.

4 Press **Start** to begin scanning for sending, or wait a few seconds for the machine to begin scanning automatically.

- The machine will first send the document to the one-touch speed dialling destinations, then the coded speed dialling destinations, and finally to the destination dialled using regular dialling.
- If you prefer the machine never to scan a document automatically after a few seconds, disable the TIME OUT setting. (→ p. 9-5)
- To cancel sending, press **Stop/Reset** then ✳. Sending to all destinations you specified in step 3 will be cancelled (you cannot cancel only one destination), and the machine will print a MULTI TX/RX REPORT. (→ p. 7-4)

- If a number is busy, the machine will continue sending to the other destinations and then redial the number that was busy.
- If the machine's memory becomes full while scanning your document, MEMORY FULL will appear in the LCD. If this happens, remove the other documents from the ADF, and then press **Resume**. The document remaining in the ADF will be ejected automatically. Divide the documents into several sections and send each section separately.
- If you send a colour document to a fax machine that does not support colour faxing, or TRY AGAIN IN B&W displays in the LCD, → p. 4-1.

Delayed Sending

You can use your machine to send faxes at a preset time. This feature is called *Delayed sending* or *Timer sending*. By using this feature, you can take advantage of lower long distance rates at night, for example.

- You can only set this feature from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)
- To use this feature, your PC must be turned on and connected to the machine.
- You can perform other tasks even when you have set the machine for delayed sending.

Documents Stored in Memory

- If there are no documents stored in memory, the machine will return to standby mode when you select MEMORY REFERENCE.

■ Printing a List of Documents in Memory

The machine can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document.

1 Press **Menu**.

2 Use ◀ or ▶ to select MEMORY REFERENCE.

Ex:

```
MENU
 2.MEMORY REFERENCE
```

3 Press **OK** twice.

- The machine prints the DOC. MEMORY LIST.

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

```
PRINTING REPORT
```

- Alternatively, you can select DOC. MEMORY LIST in the REPORTS/LISTS menu. (→ pp. 9-2, 9-3)
- Once you know the transaction number of a document stored in memory, you can print it or delete it. These procedures are described later in this chapter.

27/12 2002 17:15 FAX 123 4567 CANON 001

****

*** DOC. MEMORY LIST ***

****

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME
0046	TRANSMIT	[✳ 01] Canon TOKYO	3	27/12 16:30
0047	TRANSMIT COL	[04] Canon ITALIA	2	27/12 16:37
0048	B'CAST	[01] Canon CANADA	1	27/12 16:42
		[✳ 02] Canon FRANCE		
0049	B'CAST	[03] Canon GROUP 2	1	27/12 16:55

■ Printing a Document in Memory

1 Press **Menu**.

2 Use ◀ or ▶ to select MEMORY REFERENCE.

Ex:
```
MENU
 2.MEMORY REFERENCE
```

3 Press **OK**.

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

4 Use ◀ or ▶ to select PRINT DOCUMENT.

```
MEMORY REFERENCE
 2.PRINT DOCUMENT
```

5 Press **OK**.

Ex:
```
PRINT DOCUMENT
TX/RX NO.        5001
```

6 Use ◀ or ▶ to select the transaction number (TX/RX NO.) of the document you want to print.

Ex:
```
PRINT DOCUMENT
TX/RX NO.       ✳5003
```

- If you want to confirm the details of a document displayed in the LCD, → p. 4-15.

7 Press **OK**.

```
1ST PG ONLY?
YES=(✳)    NO=(#)
```

8 Press ✳ to print the first page only, or press # to print all pages of the document.
- The machine prints the document.

9 To continue printing other documents in memory, repeat the procedure from step 6.
-or-
Press **Stop/Reset** to return to standby mode.

■ Deleting a Document from Memory

1 Press **Menu**.

2 Use ◀ or ▶ to select MEMORY REFERENCE.

Ex:
```
MENU
 2.MEMORY REFERENCE
```

3 Press **OK**.

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

4 Use ◀ or ▶ to select DELETE DOCUMENT.

```
MEMORY REFERENCE
 3.DELETE DOCUMENT
```

5 Press **OK**.

Ex:
```
DELETE DOCUMENT
TX/RX NO.        5001
```

6 Use ◀ or ▶ to select the transaction number (TX/RX NO.) of the document you want to delete.

Ex:
```
DELETE DOCUMENT
TX/RX NO.       ✳5004
```

- If you want to confirm the details of a document displayed in the LCD, → below.

7 Press **OK**.

- The machine asks you to confirm that you want to delete the document.

```
OK TO DELETE?
YES=(✳)    NO=(#)
```

8 Press ✳ to delete the document.

- If you change your mind and want to keep the document in memory, press #.
- The machine deletes the document.

9 To continue deleting other documents in memory, repeat the procedure from step 6.

-or-

Press **Stop/Reset** to return to standby mode.

■ Checking a Document's Details

Before you print or delete a document in memory, you can check the details of the document.

Ex:
```
PRINT DOCUMENT
TX/RX NO.       ✳5001
```

- The transaction number (TX/RX NO.) means the following:
  - 0001 to 4999: A sent document
  - 5001 to 9999: A received document
- The marks before the transaction number (TX/RX NO.) mean the following:
  - (No mark): Black & white document
  - ✳: Colour document
  - #: Black & white document being sent or printed
  - &: Colour document being sent or printed.
- Use ✳ or # to display details of the transaction (destination, for example).

- If you are unsure of the transaction number (TX/RX NO.), print the DOC. MEMORY LIST. (→ p. 4-13)

Chapter 5

Receiving Faxes

Your machine automatically receives faxes in colour from fax machines with colour capability. When receiving a fax, the machine detects if the incoming fax is a colour or black & white transaction and prints the fax accordingly.

Different Ways to Receive a Fax

The machine provides you with several modes for receiving faxes. Once you have decided which mode is suitable for your needs, set the mode as described in the Quick Start Guide. You can change the mode when the machine is in standby mode. To determine which mode best suits your requirements, refer to the table below:

Receive Mode	Main Use	Operation	Requirements
FAX ONLY MODE*	Fax	Machine answers all calls as fax calls. It receives faxes automatically and disconnects voice calls.	Separate telephone line for fax use only.
MANUAL MODE	Tel	Machine rings for every call, whether a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	Telephone connected to the machine.
ANS.MACHINE MODE	Fax/Tel	Receives faxes automatically and routes voice calls to the answering machine.	Answering machine connected to the machine. (→ Quick Start Guide)
FAX/TEL AUTO SW	Fax/Tel	Automatically switches between fax calls and voice calls. Receives faxes automatically and rings for voice calls. To set the details, → p. 5-2.	Telephone connected to the machine.
MultiPASS Suite	PC Fax	Directs faxes to your PC.	PC connected to the machine and MultiPASS Suite installed. (→ MultiPASS Suite User's Guide)

* Factory default setting

You can confirm which receive mode is set by checking the standby display. The receive mode is displayed in the lower left of the LCD.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly      STANDARD
```

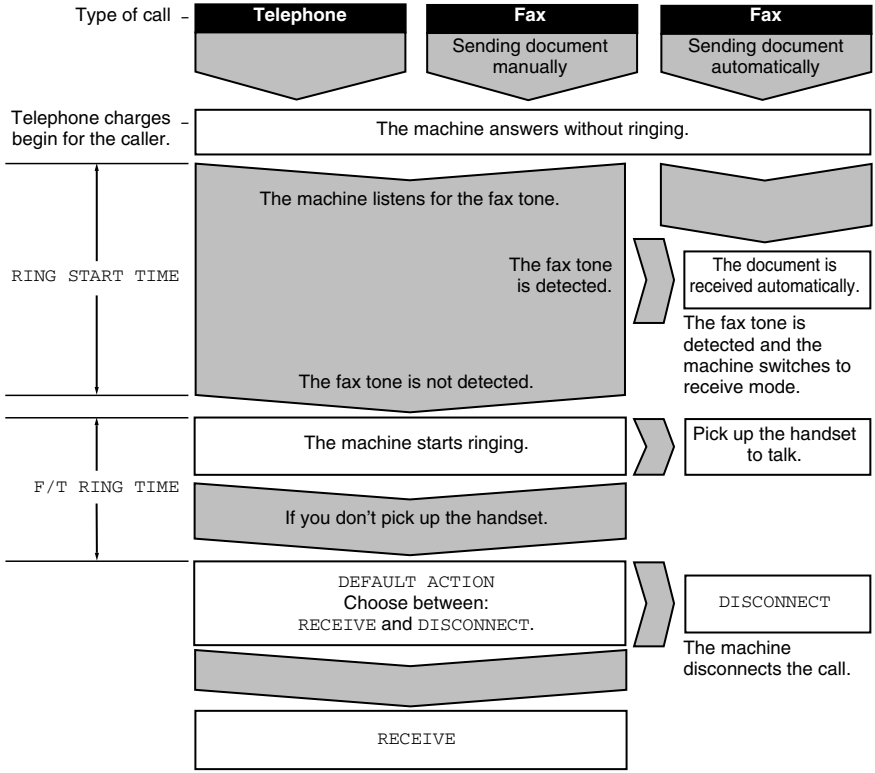
■ Setting the Options for FAX/TEL AUTO SW

If you set FAX/TEL AUTO SW, you can control precisely how the machine handles incoming calls by adjusting the following settings:

- Adjust the time the machine takes to check whether a call is from a fax machine or a telephone (RING START TIME setting).
- Adjust the length of time the machine rings when the call is a voice call (F/T RING TIME setting).
- Set whether the machine switches to receive mode after the ring time set in F/T RING TIME has elapsed (DEFAULT ACTION setting).

- You can also set these options from the MultiPASS Suite. (→ MultiPASS Suite User's Guide)
- The default settings and selectable settings vary depending on the current country selection.

■ What Happens When FAX/TEL AUTO SW is Selected



Not all fax machines are capable of sending a fax tone. For those cases if you set the DEFAULT ACTION to RECEIVE, the machine switches to receive mode automatically and starts receiving the document. If no document comes in, it disconnects the call after approximately 40 seconds.

1 Make sure FaxTel is displayed in the LCD.
- To set FAX/TEL AUTO SW, → Quick Start Guide.

Ex:
```
27/12 2002 FRI 15:30
FaxTel       STANDARD
```

2 Press **Menu**.

3 Use ◀ or ▶ to select FAX SETTINGS.

Ex:
```
MENU
 5.FAX SETTINGS
```

4 Press **OK**.

```
FAX SETTINGS
 1.USER SETTINGS
```

5 Use ◀ or ▶ to select RX SETTINGS.

```
FAX SETTINGS
 4.RX SETTINGS
```

6 Press **OK**.

```
RX SETTINGS
 1.ECM RX
```

7 Use ◀ or ▶ to select FAX/TEL AUTO SW.

```
RX SETTINGS
 2.FAX/TEL AUTO SW
```

8 Press **OK** twice.

```
FAX/TEL AUTO SW
 1.RING START TIME
```

Ex:
```
RING START TIME
                8SEC
```

9 Use ◀ or ▶ to set the time the machine waits before ringing when it receives a call.

Ex:
```
RING START TIME
                9SEC
```

10 Press **OK** twice.

```
FAX/TEL AUTO SW
 2.F/T RING TIME
```

Ex:
```
F/T RING TIME
               22SEC
```

11 Use ◀ or ▶ to set the time the machine rings while waiting for someone to pick up the handset.

Ex:
```
F/T RING TIME
               30SEC
```

12 Press **OK** twice.

```
FAX/TEL AUTO SW
 3.DEFAULT ACTION
```

Ex:
```
DEFAULT ACTION
             RECEIVE
```

13 Use ◀ or ▶ to select RECEIVE or DISCONNECT.
- This setting tells the machine what to do if no one picks up the handset within the specified ring time set in step 11.

Ex:
```
DEFAULT ACTION
          DISCONNECT
```

14 Press **OK**.

```
RX SETTINGS
 3.INCOMING RING
```

15 Press **Stop/Reset** to return to standby mode.

- The default settings and selectable settings vary depending on the current country selection.

Receiving Faxes Manually

In MANUAL MODE, if you connect a telephone to your machine, you can receive voice calls as well as manually activate reception of faxes. You can activate reception from the machine or from the telephone connected to the machine (this is called *Remote receiving*).

- For this mode, you need to connect a telephone to your machine. (→ Quick Start Guide)
- Make sure there are no documents in the ADF or on the platen glass.
- Make sure the REMOTE RX setting is enabled. (→ p. 9-7)

1 Make sure Manual is displayed in the LCD.
- To set MANUAL MODE, → Quick Start Guide.

Ex:
```
27/12 2002 FRI 15:30
Manual        STANDARD
```

2 Make sure you have connected a telephone to the machine.

3 When you hear the telephone ring, pick up the handset.

4 ▮ **If you hear a person's voice:**

Start your conversation. If the caller wants to send a fax after talking to you, ask them to press the start button on their fax machine.
When you hear a slow beep, press **Start** on the machine to begin receiving the fax. Hang up the handset.

▮ **If you hear a slow beep tone or silence:**

Someone is trying to send you a fax.
If the telephone is close to your machine, press **Start** on the machine to begin receiving the fax. Hang up the handset.

- When the multi-purpose tray is empty, the LCD displays LOAD PAPER. Load paper in the multi-purpose tray and then press **Resume**. (→ Quick Start Guide)
- If the telephone is located away from your machine, dial 25 (the remote receiving ID) on your telephone and hang up.
- You can change the number for the remote receiving ID (00 to 99), or disable remote receiving. (→ REMOTE RX, p. 9-7)
- If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code. (→ REMOTE RX ID, p. 9-7)
- The machine will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the machine to beep, disable the OFFHOOK ALARM setting. (→ p. 9-4)

Receiving Faxes to the MultiPASS Suite

When your PC is on, you can set the MultiPASS Suite to automatically upload incoming faxes from the machine to your PC. (→ MultiPASS Suite User's Guide)

When Your PC is Off

If you have set the MultiPASS Suite to upload received faxes from the machine to your PC, but your PC is off, the machine stores the received faxes in its memory. When you turn on your PC, the faxes will automatically be uploaded to your PC.
If you want to print a fax stored in memory instead of uploading it to your PC, follow this procedure:

- If there are no documents stored in memory, the machine will return to standby mode when you select MEMORY REFERENCE.

1 Press **Menu**.

2 Use ◀ or ▶ to select MEMORY REFERENCE.

Ex:
```
MENU
 2.MEMORY REFERENCE
```

3 Press **OK**.

```
MEMORY REFERENCE
 1.DOC. MEMORY LIST
```

4 Use ◀ or ▶ to select FILE PRINT.

```
MEMORY REFERENCE
 4.FILE PRINT
```

5 Press **OK**.

- The machine prints all received faxes that were to be uploaded to your PC.

- The faxes you print are erased from memory and can no longer be transferred to the PC.

Polling Receiving

In normal faxing, a fax machine sends a document to another fax machine. With polling however, a fax machine calls another fax machine and requests that a document be sent to it; in other words, it "polls" that fax machine. Your machine has the capability of polling another fax machine to retrieve a document from it.

- Your machine can only poll fax machines that support polling.
- The document you want to retrieve must be ready to be polled on the other party's fax machine. If necessary call the other party to check.
- If the other party is using a Canon fax machine that has the Polling ID feature, ask them to set the Polling ID of their fax to 255 (1111 1111 binary). Ask them to refer to their user's guide for details.
- You can poll several fax machines in one operation. Each polling operation can retrieve documents from as many as 110 fax numbers.

1 Press **Fax** to set Fax Mode.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly     STANDARD
```

2 Press **Polling**.

```
POLLING RX
```

```
TEL=
```

3 Enter up to 110 fax numbers using any of the following methods:

▮ One-touch speed dialling:

Press the desired one-touch speed dialling button(s).

Ex:
```
TEL=          2 50921
 04 Canon ITALIA
```

▮ Coded speed dialling:

Press **Coded Dial**, then use the numeric buttons to enter the two-digit code. Repeat for other codes.

Ex:
```
TEL=   1 49 39 25 25
*02 Canon FRANCE
```

▮ Regular dialling:

Use the numeric buttons to enter the fax number, then press **OK**.

Ex:
```
TEL=       9057951111
```

- If you enter an incorrect destination, press and hold ◀ to delete it.
- If you want to review the numbers you entered, use ◀ or ▶ to scroll through the numbers.

4 Press **Start** to begin polling the fax machine(s).

Cancelling Polling Receiving

To cancel polling receiving, follow the same procedure as for cancelling receiving. (→ below)

Receiving While Performing Other Tasks

Since the machine is a multitasking device, it can receive faxes and voice calls while you are performing other tasks. If you receive a fax while you are performing certain tasks, the machine stores the incoming fax in memory. Then, as soon as you finish your task, the machine automatically prints the fax.

Receiving Faxes in Memory When a Problem Occurs

If the machine encounters a problem when it is receiving a fax, the machine automatically stores the unprinted pages of the fax in memory, and the LCD displays `REC'D IN MEMORY` as well as one or more messages. For an explanation of the message(s) and details on the action to take, → p. 8-1.

- The machine memory can store up to approximately 270 pages.*
- Once the pages are printed, they are deleted from memory.
- If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remainder of the fax.

* Based on Canon FAX Standard Chart No. 1, standard mode.

Cancelling Receiving

Follow this procedure if you want to stop receiving a fax before reception is completed:

1 Press **Stop/Reset**.
- The machine asks you to confirm that you want to cancel.

```
CANCEL?
YES=(*)    NO=(#)
```

2 Press ✳ to cancel receiving.
- If you change your mind and want to continue receiving, press #.

Ex:
```
27/12 2002 FRI 15:30
TX/RX CANCELLED
```

Ex:
```
27/12 2002 FRI 15:30
TX/RX NO.       5003
```

Chapter 6

Special Features

Special Dialling

This section explains special dialling features, such as dialling an overseas number, switching temporarily to tone dialling, and confirming a dial tone.

■ Dialling an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within and/or after the number. The length and location of the pause depends on the telephone system of your country.

1 Press **Fax** to set Fax Mode.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly      STANDARD
```

2 Prepare the document and place it on the platen glass or load it into the ADF.
- If you use the platen glass, the LCD displays the standby mode.
- For colour sending, press **Colour/B&W** to turn on its light. (→ p. 4-1)
- To adjust the resolution and contrast, → p. 4-2.

Ex:
```
MEMORY USED
                    0%
```
(Currently used memory)

```
DOCUMENT READY
```
(Standby to scan)

3 Use the numeric buttons to dial the international access code.
- If you enter the wrong number, press **Stop/Reset**, then enter the correct number.
- For details on international access codes, contact your local telephone company.

Ex:
```
TEL=                  00
```

4 If necessary, press **Redial/Pause** to enter a two-second* pause (p).
- For a longer pause, press **Redial/Pause** again for another two-second* pause. Alternatively, you can change the length of the pause. (→ MID PAUSE SET, p. 9-5)

* The pause length varies depending on the current country selection.

Ex:
```
TEL=                 00P
```

5 Use the numeric buttons to dial the country code, the area code, and the fax/telephone number of the other party.
- If you enter the wrong number, press **Stop/Reset** and start again from step 3.

Ex:
```
TEL=           00p81123
```

6 If necessary, press **Redial/Pause** to enter a pause.
- A pause at the end of a number (P) is fixed to ten seconds.

Ex:
```
TEL=          00p81123P
```

7 Press **Start** to begin scanning for sending.
- To cancel the transmission once dialling has started, press **Stop/Reset** then ✳. (→ p. 4-9)

- To take advantage of the speed dialling features of your machine, register frequently used overseas numbers for one-touch or coded speed dialling. (→ pp. 3-2, 3-4)

■ Switching Temporarily to Tone Dialling

Many information services for banks, airline reservations, hotel reservations, etc., require tone dialling for their services. If your machine is connected to a rotary pulse line, follow this procedure to set the machine temporarily for tone dialling:

1 Press **Fax** to set Fax Mode.

Ex:
```
27/12 2002 FRI 15:30
FaxOnly      STANDARD
```

2 Press **Hook**.
- You can also lift the handset instead of pressing **Hook**.

```
TEL=
```

3 Use the numeric buttons to dial the telephone number of the information service.
- The machine connects using the pulses required by your telephone line.

Ex:
```
TEL=              7654321
```

4 When the recorded message of the information service answers, press **T** (✳) to switch to tone dialling.
- When **T** (✳) is pressed, T is displayed in the LCD.
- If you pressed **Hook** in step 2, you can pick up the handset if you need to talk to the other party.

Ex:
```
TEL=              7654321T
```

5 Use the numeric buttons to enter the numbers requested by the information service.
- Numbers entered after pressing **T** (✳) will be dialled using tone dialling.

Ex:
```
TEL=         7654321T✳34
```

6 When you have finished, press **Hook** to disconnect the call.
- If you used the handset, hang up to disconnect the call.
- Tone dialling is cancelled when you disconnect the call.

■ Confirming a Dial Tone*

* This feature is only available for some countries.

This feature allows you to set your machine to listen for and detect a dial tone in the middle of a fax/telephone number before dialling the rest of the number. This is called *Dial tone detection*.

Follow this procedure for dial tone detection during regular dialling or when registering a number for speed dialling:

1 When you come to a step that requires you to enter the fax/telephone number, use the numeric buttons to enter the number up to where dial tone detection is required.

Ex:
```
TEL=                345
```

2 Press **D.T.** for dial tone detection.
- A small dot indicates where the machine will wait for the dial tone.

Ex:
```
TEL=                345.
```

3 Continue entering the rest of the fax/telephone number with the numeric buttons.
- If you enter the wrong number, press and hold ◀, then start again from step 1.

Ex:
```
TEL=            345.1234
```

4 Continue with the operation you are performing.

■ Dialling Through a Switchboard

For details on dialling through a switchboard, → p. 2-6.

Restricting Use of Your Machine

By enabling this feature, you can prevent unauthorised use of your machine to make calls and send faxes.

Enabling Restriction of Your Machine

Follow this procedure to enable restriction of your machine:

1 Press **Menu**.

2 Use ◀ or ▶ to select SYSTEM SETTINGS.

Ex:
```
MENU
 7.SYSTEM SETTINGS
```

3 Press **OK** three times.

```
SYSTEM SETTINGS
 1.UN/LOCK PHONE
```

```
UN/LOCK PHONE
 1.LOCK PHONE
```

Ex:
```
LOCK PHONE
                    OFF
```

4 Use ◀ or ▶ to select ON.

```
LOCK PHONE
                     ON
```

5 Press **OK** twice.

```
UN/LOCK PHONE
 2.PASSWORD
```

```
PASSWORD
                     _
```

6 Use the numeric buttons to enter a four-digit password.
- This password prevents unauthorised access to the LOCK PHONE setting that enables or disables restriction of your machine. If you do not want to enter a password, ignore this step.

Ex:
```
PASSWORD
                    1234
```

7 Press **OK**.

Ex:
```
SYSTEM SETTINGS
 2.DISPLAY LANGUAGE
```

8 Press **Stop/Reset** to return to standby mode.
Restriction of your machine is now enabled. No one can make calls or send faxes. (This setting does not restrict incoming calls or faxes.)

Cancelling Restriction of Your Machine

Follow this procedure to cancel restriction of your machine:

1 Press **Menu**.

2 Use ◀ or ▶ to select SYSTEM SETTINGS.

Ex:
```
MENU
 7.SYSTEM SETTINGS
```

3 Press **OK** twice.

```
SYSTEM SETTINGS
 1.UN/LOCK PHONE
```

```
UN/LOCK PHONE
PASSWORD          _
```

4 Use the numeric buttons to enter the four-digit password you registered when you enabled restriction.
• If you did not register a password, ignore this step.

```
UN/LOCK PHONE
PASSWORD
```

5 Press **OK** twice.

```
UN/LOCK PHONE
 1.LOCK PHONE
```

```
LOCK PHONE
                    ON
```

6 Use ◀ or ▶ to select OFF.

```
LOCK PHONE
                   OFF
```

7 Press **OK** three times.

```
UN/LOCK PHONE
 2.PASSWORD
```

Ex:
```
PASSWORD
                  1234
```

```
SYSTEM SETTINGS
 2.DISPLAY LANGUAGE
```

8 Press **Stop/Reset** to return to standby mode.
Restriction of your machine is now disabled. Anyone can make calls or send faxes.

Chapter 7

Reports and Lists

Summary of Reports and Lists

The table below shows the reports and lists that can be printed from your machine. Refer to the pages indicated for more details.

Report or List	Description	Details
USER'S DATA LIST	Lists the current settings of your machine and the registered sender information.	p. 2-5 p. 9-3
ACTIVITY REPORT	Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the machine to print it.	p. 7-2 p. 9-2
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs. You can also set the machine to print the first page of the document under the transmission report to remind you of the contents of the document.	p. 7-3 p. 9-4
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs.	p. 7-4 p. 9-5
MULTI TX/RX (Transaction) REPORT	Prints after sequential broadcasting of a document.	p. 7-4
DOC. MEMORY LIST	Lists the documents currently stored in the machine's memory.	p. 4-13 p. 9-3
MEMORY CLEAR REPORT	Prints automatically when power is restored to the machine after a power cut. Lists the documents deleted from memory.	p. 8-7
1-TOUCH SPD DIAL LIST	Lists the numbers and names registered under one-touch speed dialling buttons.	p. 3-9 p. 9-2
CODED SPEED DIAL LIST	Lists the numbers and names registered under coded speed dialling codes.	p. 3-9 p. 9-3
GROUP DIAL LIST	Lists groups registered under one-touch speed dialling buttons and coded speed dialling codes.	p. 3-9 p. 9-3

ACTIVITY REPORT

The machine is factory-set to automatically print an ACTIVITY REPORT after every 20 transactions. If you want to print an ACTIVITY REPORT before it is automatically printed, follow this procedure:

• If you prefer the machine not to print an ACTIVITY REPORT after every 20 transactions, disable the ACTIVITY REPORT setting. (→ p. 9-5)

1 Press **Menu**.

2 Use ◀ or ▶ to select REPORTS/LISTS.

Ex:

```
MENU
 3.REPORTS/LISTS
```

3 Press **OK** twice.
• The machine prints an ACTIVITY REPORT.

```
REPORTS/LISTS
 1.ACTIVITY REPORT
```

```
PRINTING REPORT
```

Transactions in an ACTIVITY REPORT are listed chronologically.

27/12 2002 17:28 FAX 123 4567 CANON 001

*** ACTIVITY REPORT ***

ST. TIME	CONNECTION TEL	CONNECTION ID	NO.	MODE		PGS.	RESULT	
∗27/12 15:10	905 795 1111	Canon CANADA	5001	AUTO RX	ECM	1	OK	00'33
∗27/12 15:14	905 795 1111	Canon CANADA	5002	AUTO RX	ECM	1	OK	00'24
∗27/12 15:22	03 3758 2111	Canon TOKYO	0001	B'CAST	ECM	3	OK	01'18
∗27/12 15:45	2 887 0166	Canon AUSTRALIA	0001	B'CAST	ECM	3	OK	01'18
∗27/12 16:10	905 795 1111	Canon CANADA	5003	AUTO RX	ECM	1	OK	00'18
∗27/12 16:16	2 887 0166	Canon AUSTRALIA	5004	AUTO RX	ECM	4	OK	00'59
∗27/12 16:27	20 545 8545	Canon EUROPE	0002	TRANSMIT	COL	1	OK	01'20
∗27/12 16:30	20 545 8545	Canon EUROPE	0003	TRANSMIT	COL	1	OK	04'12
27/12 16:53	03 3758 2111	Canon TOKYO	5005	AUTO RX	ECM	1	OK	01'16
27/12 17:08	2 887 0166	Canon AUSTRALIA	0004	TRANSMIT	COL	3	NG	00'51
							3	STOP
27/12 17:20	1 432 2060	CANON OPTICS	0005	TRANSMIT	COL	0	NG	00'01
							0	#018

INDICATES AN ENTRY THAT HAS APPEARED ON A PREVIOUS REPORT.

TRANSACTION (TX/RX) NUMBER

TRANSACTION MODE

COLOUR TRANSACTION

ERROR CORRECTION MODE TRANSACTION

ERROR PAGE

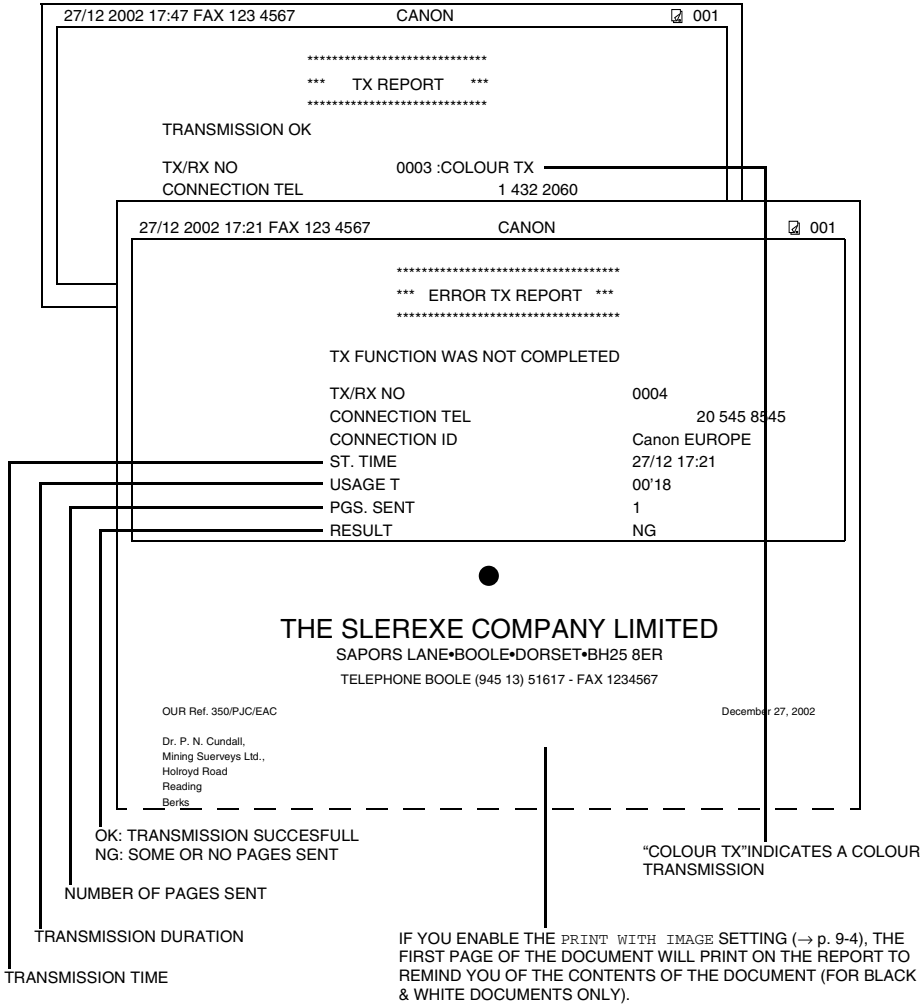
ERROR CODE (→ p. 8-1)

Stop/Reset WAS PRESSED DURING TRANSACTION

TRANSACTION DURATION

TX (Transmission) REPORT

The machine is factory-set to print a TX (transmission) REPORT only when an error occurs during sending. To change this setting, → TX REPORT, p. 9-4.
If you set the machine to print a report, a TX REPORT or an ERROR TX REPORT, similar to the ones below, will be printed depending on the setting you select.



■ MULTI TX/RX (Transaction) REPORT

If the transmission was a sequential broadcast, a MULTI TX/RX (transaction) REPORT, similar to the one below, will be printed.

27/12 2002 18:16 FAX 123 4567 CANON 001

****

*** MULTI TX/RX REPORT ***

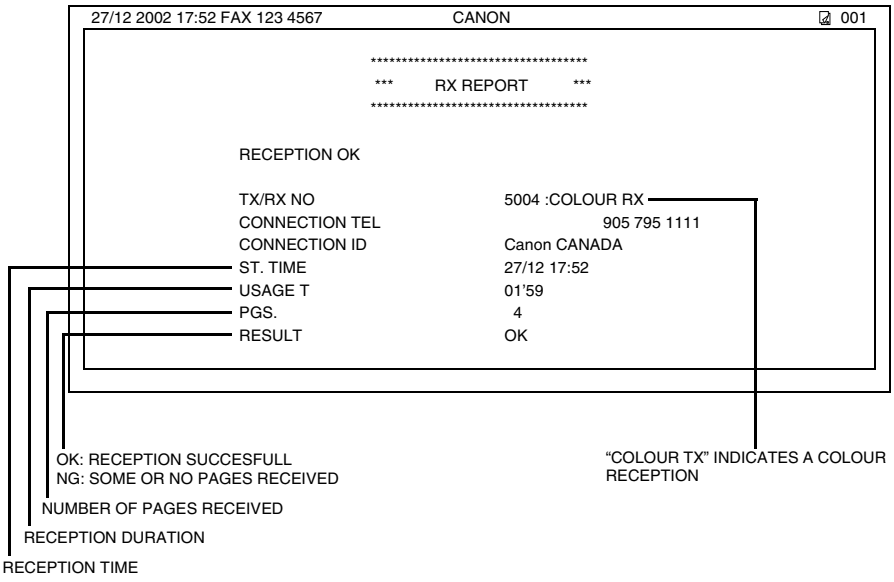
****

TX/RX NO	0054	
PGS.	1	
TX/RX INCOMPLETE	____	
TRANSACTION OK	[01] 905 795 1111	Canon CANADA
	[∗00] 2131 1250	Canon DEUTSCH.
	[∗02] 1 49 39 25 25	Canon FRANCE
ERROR INFORMATION	____	

RX (Reception) REPORT

The machine is factory-set not to print an RX (reception) REPORT even if an error occurs during reception. To change this setting, → RX REPORT, p. 9-5.

If you set the machine to print a report, an RX REPORT, similar to the one below, will be printed.



Chapter 8

Troubleshooting

LCD Messages

The following messages are displayed in the LCD when the machine is performing a function or encounters an error.
This section describes messages related to fax functions. For other messages, → Reference Guide.

• The error code appears in the ACTIVITY REPORT. (→ p. 7-2)

Message (Error Code)	Cause	Action
AUTO REDIAL	The machine is waiting to redial the other party's number because the line was busy or the other party did not answer when you tried to send the document.	Wait for the machine to automatically redial the number. If you want to cancel automatic redialling, wait until the machine starts dialling the number, press **Stop/Reset** then ✳. (→ p. 4-10)
BUSY/NO SIGNAL (#018)	The telephone number you dialled is busy.	Try sending the document at a later time.
	The fax number dialled was incorrect.	Check the fax number and dial again.
	The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
	The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.
	The touch tone/rotary pulse setting on your machine is incorrect.	Set your machine to the setting that matches your telephone line. (→ p. 2-6)
	The receiving fax machine did not answer within 55 seconds (after all automatic redialling attempts).	Contact the other party and have them check their fax machine. You can try to send the document using manual sending via the handset (→ p. 4-8). For an overseas call, add pauses to the registered number. (→ p. 6-1)
CHANGE PAPERSIZE:FAX	The paper size setting is set to a size other than A4, letter, or legal.	Set the paper size setting to A4, letter, or legal (→ Reference Guide). The received fax will then be printed automatically.
DOC. TOO LONG (#003)	The document is longer than 1 metre.	Reduce the length of the document to within 1 metre, and then re-send it.
	There is a document jam in the ADF.	Clear the document jam (→ Reference Guide) and reload the document in the ADF.
ECM RX	The machine is receiving a fax using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition. (→ ECM RX, p. 9-6)

Message (Error Code)	Cause	Action
ECM TX	The machine is sending a fax using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition. (→ ECM TX, p. 9-5)
MEMORY USED nn %	Shows the percentage of memory currently in use.	If you need more space, wait for the machine to send any faxes. Also, print or delete any documents in memory you no longer need. (→ pp. 4-14, 4-15)
NO RX PAPER (#012)	The other party's fax machine is out of paper or its memory is full.	Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory.
NO TEL # (#022)	The one-touch speed dialling button or coded speed dialling code you entered has not been registered.	Register the one-touch speed dialling button or coded speed dialling code. (→ pp. 3-2, 3-4)
NOT AVAILABLE	In manual sending via the handset, you entered a speed dialling number that is assigned to a group.	Use regular dialling, or enter a one-touch speed dialling button or coded speed dialling code that only has one fax/telephone number registered.
REC'D IN MEMORY	The machine received the fax in memory because paper or ink ran out, or a paper jam occurred.	Load paper in the multi-purpose tray (→ Quick Start Guide), replace the Ink Tank(s) (→ Reference Guide), or clear the paper jam. (→ Reference Guide)
RECEIVED IN FILE	Your PC was off and a document was received in the machine's memory.	Upload the document to your PC, or print the document. (→ pp. 4-14, 5-5)
	The MultiPASS Status Monitor is not running. (Windows 95/98/Me)	On the Windows® desktop, click Start and point to Programs. On the Programs menu, point to MultiPASS Suite, then click MultiPASS Status Monitor.
TRY AGAIN IN B&W (#085)	You tried sending a colour document to a machine that does not support colour faxing.	Try sending again in black & white (→ p. 4-1). Alternatively, enable the COLOUR DIRECT TX setting. (→ p. 9-6)
TX/RX CANCELLED	You pressed **Stop/Reset** to cancel the transmission.	If required, try sending or receiving again.
TX/RX NO. *nnnn*	When the machine sends or receives a fax, it assigns it a unique identification number (*nnnn*).	Write the number down if you will need it later.
TX *nnnn* SCANNING P. *nnn* MEMORY FULL PLEASE WAIT	The machine is sending a document and its memory is full.	The machine continues to send the document as memory becomes available.

Faxing Problems

■ Sending Problems

▮ You cannot send a fax.

The machine may not be set for the type of telephone line in use (pulse/tone).
- Make sure the machine is set for the correct telephone line type. (→ p. 2-6)

The document may not have been loaded.
- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ Reference Guide)
- Make sure the feeder cover is closed.

The one-touch speed dialling button or coded speed dialling code you entered may not be registered for the feature you want to use.
- Check the one-touch speed dialling button or coded speed dialling code and make sure it is registered correctly. (→ Chapter 3)

You dialled or have been provided with an incorrect number.
- Dial the number again, or check that you have the correct number.

The other party's fax machine may be out of paper.
- Call the other party and ask them to make sure paper is loaded in their fax machine.

You may have sent a document in colour to a fax machine that does not support colour faxing.
- If you attempt to send a colour document to a fax machine that does not support colour faxing, the document will not be sent and the LCD will display `TRY AGAIN IN B&W`. Try sending again in black & white. Alternatively, you can enable the `COLOUR DIRECT TX` setting (→ p. 9-6) that converts colour faxes to black & white if the other party's fax machine does not support colour faxing, thus enabling you to send colour documents to any fax machine without an error occurring.

There may be other documents being sent from memory.
- Allow time for those documents to finish sending.

An error may have occurred during sending.
- Print an ACTIVITY REPORT and check for an error. (→ p. 7-2)

The telephone line may not be working properly.
- Make sure there is a dial tone when you press **Hook** or when you lift the handset of the telephone connected to the machine. If there is no dial tone, contact your local telephone company.

The receiving fax machine may not be a G3 fax machine.
- Make sure the receiving fax machine is compatible with the machine (which is a G3 fax machine).

▮ Faxes sent from the machine are spotted or dirty.

The receiving fax machine may not be working properly.
- Check the machine by making a copy (→ Reference Guide). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanner components. (→ Reference Guide)

The document may not have been loaded.
- Remove the document, stack it if necessary, and place it on the platen glass or load it into the ADF correctly. (→ Reference Guide)

❚ Cannot send using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.
- If the other party's fax machine does not support ECM, then the document is sent in normal mode without error checking.

ECM may be disabled.
- Make sure ECM is on. (→ ECM TX, p. 9-5)

❚ Errors occur frequently while sending.

The telephone lines may be in poor condition, or you may have a bad connection.
- Lower the transmission speed. (→ TX START SPEED, p. 9-5)

■ Receiving Problems

❚ Cannot receive a fax automatically.

The machine may not be set to receive automatically.
- For the machine to receive faxes automatically, the receive mode must be set to FAX ONLY MODE, FAX/TEL AUTO SW, or ANS.MACHINE MODE (→ Chapter 5). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (→ Quick Start Guide)

The machine's memory is full.
- Print or delete any documents stored in memory (→ pp. 4-14, 4-15) to free up space in the machine's memory. Then ask the other party to resend the fax.

An error may have occurred during reception.
- Check the LCD for an error message. (→ p. 8-1)
- Print an ACTIVITY REPORT and check for an error. (→ p. 7-2)

The telephone line may not be connected properly.
- Make sure all line connections are secure. (→ Quick Start Guide)

❚ The machine does not switch automatically between telephone and fax reception.

The machine may not be set to switch automatically between telephone and fax reception.
- For the machine to switch automatically, the receive mode must be set to FAX/TEL AUTO SW or ANS.MACHINE MODE (→ Chapter 5). If you have set ANS.MACHINE MODE, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (→ Quick Start Guide)

An error may have occurred during reception.
- Check the LCD for an error message. (→ p. 8-1)
- Print an ACTIVITY REPORT and check for an error. (→ p. 7-2)

The sending fax machine cannot send the CNG signal that tells the machine that the incoming signal is a fax.
- Some fax machines cannot send the CNG signal that tells your machine the incoming call is from a fax machine. In such cases, you will have to receive the fax manually. (→ p. 5-4)

❚ Cannot receive a document manually.

You may have disconnected the call by pressing Start or dialling the remote receiving ID after hanging up the handset.
- Always press **Start** or dial the remote receiving ID before hanging up the handset. Otherwise you will disconnect the call.

❚ Print quality is poor.

You may not be using the correct type of paper.
- Make sure you load paper that meets the paper requirements for the machine. (→ Reference Guide)

The printhead may need cleaning.
- Refer to the flow chart and clean the printhead if necessary. (→ Reference Guide)

The sending fax machine may not be functioning properly.
- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

Error Correction Mode (ECM) may be disabled.
- Make sure ECM is on. (→ `ECM RX`, p. 9-6)

❚ Faxes do not print.

The Printhead (Cartridge) or Ink Tanks may not be installed properly.
- Make sure the Printhead (Cartridge) and Ink Tanks are installed properly. (→ Reference Guide)
- Be sure to remove the orange protective cap from the Printhead (Cartridge) before you install it. (→ Quick Start Guide)

The printhead may need cleaning.
- Refer to the flow chart and clean the printhead if necessary. (→ Reference Guide)

The Ink Tanks may need to be replaced.
- Determine if the problem is with the Ink Tanks, and replace if necessary. (→ Reference Guide)

❚ Faxed images are blotched or uneven.

The telephone lines may be in poor condition, or you may have a bad connection.
- Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

The sending fax machine may not be functioning properly.
- The sending fax machine usually determines the fax's quality. Call the sender and have them make sure the top cover and scanning glass of their fax machine are clean.

❚ Cannot receive using Error Correction Mode (ECM).

The other party's fax machine may not support ECM.
- If the other party's fax machine does not support ECM, then the document is received in normal mode without error checking.

ECM may be disabled.
- Make sure ECM is on. (→ `ECM RX`, p. 9-6)

❚ Errors occur frequently while receiving.

The telephone lines may be in poor condition, or you may have a bad connection.
• Lower the reception speed. (→ RX START SPEED, p. 9-7)

The sending fax machine may not be functioning properly.
• Call the sender and have them check that their fax machine is functioning properly.

Telephone Problems

❚ You cannot dial.

The telephone line may not be connected properly.
• Make sure all line connections are secure. (→ Quick Start Guide)

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the machine and into the wall outlet, and that the power is turned on (→ Quick Start Guide). If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

The machine may not be set for the type of telephone line in use (pulse/tone).
• Make sure the machine is set for the correct telephone line type. (→ p. 2-6)

❚ The telephone disconnects while you are talking.

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the machine and into the wall outlet, and that the power is turned on (→ Quick Start Guide). If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

If a Power Cut Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialling settings. However, any sent or received documents stored in memory will be lost.
During a power cut, functions are limited as follows:

- You cannot send, receive, or copy documents.
- You can only use the machine to receive voice calls if you connected a telephone to your machine.

• You may not be able to make telephone calls depending on your telephone.

When power is restored to the machine, the machine will automatically print a list of documents that were stored in memory at the time of the power cut.

27/12 2002 15:38 FAX 123 4567 CANON 001

****
*** MEMORY CLEAR REPORT ***
****

MEMORY FILES DELETED

TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME
0023	B'CAST	[01] Canon CANADA	3	27/12 14:23
		[05] Canon OPTICS		
0024	TRANSMIT COL	[* 32] Canon UK	1	27/12 14:28

- The MEMORY CLEAR REPORT is not printed if the paper size setting is set to a size other than A4, letter, or legal. To change the paper size setting, → Reference Guide.
- If the ink in the Ink Tank is empty or there is no paper in the multi-purpose tray when power is restored, the LCD displays `CMYK INK EMPTY` or `LOAD PAPER`. If this occurs, press **Resume** to return to standby mode. In these cases, the MEMORY CLEAR REPORT will not be printed even after the Ink Tank is replaced or paper is loaded.

If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter and in the Reference Guide, contact your local authorised Canon dealer or the Canon help line.
Canon's support personnel are trained in the technical support of Canon's products and should be able to help you with your problem. The details on contacting your local authorised Canon dealer or the Canon help line, → Reference Guide.

Chapter 9

Summary of Settings

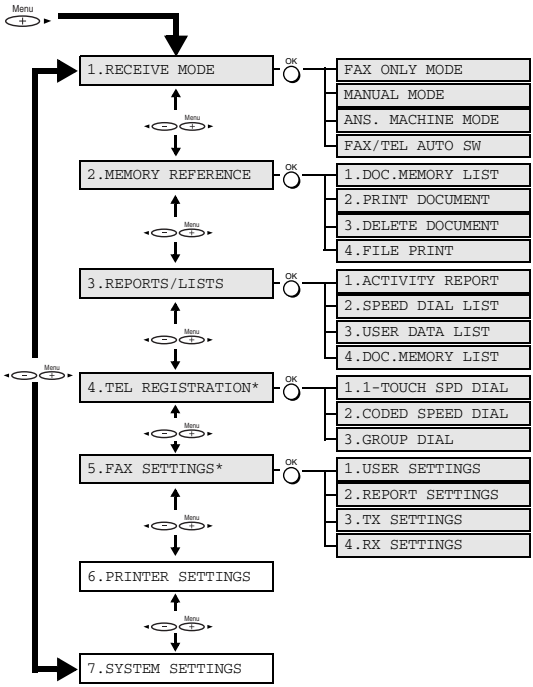
Understanding the Menu System

The machine menu system allows you to customise the way your machine operates. It consists of various menus, each containing settings that control different functions of your machine.
Available menus and the LCD display differ depending on the current mode (Copy, Fax, or Scan Mode). This section explains the procedure to access the menus related only to Fax Mode.
Press **Fax** to select Fax Mode.

- For the menus related to all modes in common, and menus related only to Copy and Scan Modes, → Reference Guide.
- Before adjusting any settings, you may want to print the USER'S DATA LIST to check the current settings. (→ p. 2-5)

■ Accessing the Menus

The following illustrates the menu items in hierarchical order.



To select the desired menu, complete the procedure as shown on the left.

1 Press **Menu** to display the menus.

2 Use ◀ or ▶ to select the menu you want to make a change to.

3 Press **OK**.

4 Use ◀ or ▶ to select the sub menu you want to make a change to.

5 Press **OK**.

- For details on sub menus, → p. 9-2.
- Press **Stop/Reset** to exit from menu system.

For details on these menus, → following pages.

For details on these menus and SPECIAL COPY, → Reference Guide.

* If your machine is connected to a PC, you can access these settings using the MultiPASS Suite. (→ MultiPASS Suite User's Guide)

■ Menus in FAX Mode

• The default settings and selectable settings vary depending on the current country selection. The values shown here are average values. Print the USER'S DATA LIST to check the current settings. (→ p. 2-5)

RECEIVE MODE

Name	Description	Settings
FAX ONLY MODE	Switches the receive mode to FAX ONLY MODE. (→ p. 5-1)	–
MANUAL MODE	Switches the receive mode to MANUAL MODE. (→ p. 5-1)	–
ANS.MACHINE MODE	Switches the receive mode to ANS.MACHINE MODE. (→ p. 5-1)	–
FAX/TEL AUTO SW	Switches the receive mode to FAX/TEL AUTO SW. (→ p. 5-1)	–

MEMORY REFERENCE

Name	Description	Settings
1.DOC. MEMORY LIST	Prints the DOC. MEMORY LIST. (→ p. 4-13)	–
2.PRINT DOCUMENT	Selects a document in memory and prints the document. (→ p. 4-14)	–
3.DELETE DOCUMENT	Selects a document in memory and deletes the document. (→ p. 4-15)	–
4.FILE PRINT	Prints a document in memory instead of uploading it to your PC. (→ p. 5-5)	–

REPORTS/LISTS

Name	Description	Settings
1. ACTIVITY REPORT	Prints the ACTIVITY REPORT. (→ p. 7-2)	–
2. SPEED DIAL LIST	Print the lists of fax/telephone numbers registered for speed dialing (→ p. 3-9)	–
1. 1-TOUCH LIST	Prints the 1-TOUCH SPD DIAL LIST. (→ p. 3-9)	–
SORTED OUTPUT	Selects the order you want the destinations to be printed. YES: Prints the list in alphabetical order. NO: Prints the list in button order.	YES NO

Name	Description	Settings
2. CODED DIAL LIST	Prints the CODED SPEED DIAL LIST. (→ p. 3-9)	–
SORTED OUTPUT	Selects the order you want the destinations to be printed. YES: Prints the list in alphabetical order. NO: Prints the list in button order.	YES NO
3. GROUP DIAL LIST	Prints the GROUP DIAL LIST. (→ p. 3-9)	–
3. USER DATA LIST	Prints the USER'S DATA LIST. (→ p. 2-5)	–
4. DOC. MEMORY LIST	Prints the DOC. MEMORY LIST. (→ p. 4-13)	–

TEL REGISTRATION

Name	Description	Settings
1.1-TOUCH SPD DIAL	Registers information on One-Touch Speed Dialling. (→ p. 3-2)	–
2.CODED SPEED DIAL	Registers information on Coded Speed Dialling. (→ p. 3-4)	–
3.GROUP DIAL	Registers information on Group Dialling. (→ p. 3-7)	–

FAX SETTINGS

Name	Description	Settings
1. USER SETTINGS		–
1. DATE & TIME	Sets the current date and time. (→ p. 2-4)	–
2. DATE SETUP	Selects the date format displayed in the LCD and printed on the faxes you send.	DD/MM YYYY YYYY MM/DD MM/DD/YYYY
3. UNIT TELEPHONE #	Enters the fax/telephone number you want to appear at the top of each fax page you send. (→ p. 2-4)	–
4. UNIT NAME	Enters the name or company name you want to appear at the top of each fax page you send. (→ p. 2-4)	–

Name	Description	Settings
5. TX TERMINAL ID	Enables/disables printing of the sender information (→ p. 2-3)	ON OFF
1. TTI POSITION	Selects the position of the identification header (outside or inside the image area).*	OUTSIDE IMAGE INSIDE IMAGE
2. TELEPHONE # MARK	Selects the prefix for the identification header number. (→ p. 2-3)	FAX TEL
6. OFFHOOK ALARM	Enables/disables the off hook alarm that alerts you when the handset is not seated properly in its cradle.	ON OFF
7. VOLUME CONTROL	Sets the volume of the machine sounds.	–
1. CALLING VOLUME	When the machine is set to FAX/TEL AUTO SW, selects the ring volume when the machine detects a voice call.	1/2/3
2. LINE MONITOR VOL	Selects the line monitor volume (sound during dialling and on hook)	0 (off)/ 1/2/3
8. RX CALL LEVEL	When the machine is set to FAX/TEL AUTO SW, selects the tone of incoming calls.	HIGH STANDARD
9. TEL LINE TYPE	Selects the dialling method the machine uses for your telephone line type. (→ p. 2-6)	TOUCH TONE ROTARY PULSE
10. R-KEY SETTING	Enables dialling through a switchboard. If you select PBX, you can select additional sub-settings. (→ p. 2-6)	PSTN PBX
2. REPORT SETTINGS		
1. TX REPORT	Enables/disables automatic printing of a transmission report. (→ p. 7-3) PRINT ERROR ONLY: Prints a report only when a transmission error occurs. OUTPUT YES: Prints a report every time you send a document. OUTPUT NO: No report is printed.	PRINT ERROR ONLY OUTPUT YES OUTPUT NO
PRINT WITH IMAGE	If you select PRINT ERROR ONLY or OUTPUT YES above, enables/disables printing of the first page of the fax under the report (black & white faxes only).	ON OFF

* Can only be adjusted for black & white transmissions. For colour transmissions, the TTI information is positioned inside the image area.

Name	Description	Settings
2. RX REPORT	Enables/disables automatic printing of a reception report. (→ p. 7-4) OUTPUT NO: No report is printed. PRINT ERROR ONLY: Prints a report only when a reception error occurs. OUTPUT YES: Prints a report every time you receive a document.	OUTPUT NO PRINT ERROR ONLY OUTPUT YES
3. ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions. (→ p. 7-2)	AUTO PRINT ON AUTO PRINT OFF
3. TX SETTINGS		
1. ECM TX	Enable/disables Error Correction Mode (ECM) during transmission.	ON OFF
2. MID PAUSE SET	Selects the length of the pause entered when you press **Redial/Pause**.	2 SEC (1 to 15)
3. AUTO REDIAL	Enables/disables redialling if the other party's line is busy on the first attempt. (→ p. 4-10)	ON OFF
1. REDIAL TIMES	Selects the number of redial attempts.	2 TIMES (1 to 10)
2. REDIAL INTERVAL	Selects the period of time between redial attempts.	2 MIN. (1 to 99)
4. TIME OUT	Enbles/disables automatic scanning of documents after entering a fax number using speed dialling or redialling. ON: Scanning begins automatically five seconds after entering the fax number (10 seconds if sending to multiple destinations). OFF: Scanning does not start automatically. (You need to press **Start** to begin scanning.)	ON OFF
5. TX START SPEED	Selects the speed at which the machine start transmitting.	33600bps 14400bps 9600bps 7200bps 4800bps 2400bps

Name	Description	Settings
6. COLOUR DIRECT TX	Enables/disables sending of colour documents from the ADF to fax machines that do not have colour faxing capability. (→ p. 4-1) OFF: Colour documents cannot be sent to fax machines that do not support colour faxing. ON: Colour documents can be sent to fax machines that do not support colour faxing. (The document is converted to black & white.)	OFF ON
4. RX SETTINGS		
1. ECM RX	Enables/disables Error Correction Mode (ECM) during reception.	ON OFF
2. FAX/TEL AUTO SW	When the machine is set to FAX/TEL AUTO SW, you can set its details. (→ p. 5-2)	-
1. RING START TIME	Selects the time the machine takes to check whether a call is from a fax machine or a telephone.	8 SEC (0 to 30)
2. F/T RING TIME	Selects the length of time the machine rings when the call is a voice call.	22 SEC (10 to 60)
3. DEFAULT ACTION	Sets whether the machine switches to receive mode after the ring time set in F/T RING TIME has elapsed.	RECEIVE DISCONNECT
3. INCOMING RING	When the machine is set to FAX ONLY MODE or FAX/TEL AUTO SW enables/disables ringing when the machine receives a call.*	OFF ON
RING COUNT	Selects the number of incoming rings before the machine begins receiving.	2 TIMES (1 to 99)
4. MAN/AUTO SWITCH	When the machine is set to MANUAL MODE, determines if the machine switches to fax receive mode after it rings for a specified time.	OFF ON
F/T RING TIME	If you select ON above, selects the length of time the machine rings before switching to fax receive mode.	15 SEC (1 to 99)

* Even if you have set INCOMING RING to ON, ringing will only occur if you have connected a telephone to your machine.

Name	Description	Settings
5. REMOTE RX	Enables/disables remote receiving. (→ p. 5-4)	ON OFF
REMOTE RX ID	If you selects ON above, selects the remote receiving ID.	25 (00 to 99)
6. RX REDUCTION	Enables/disables reduction of faxes to fit on the paper loaded in the multi-purpose tray.	ON OFF
REDUCE DIMENSION	Selects the direction of the reduction.	VERTICAL ONLY HORIZ & VERTICAL
7. RX START SPEED	Selects the speed at which the machine starts receiving.	33600bps 14400bps 9600bps 7200bps 4800bps 2400bps

Appendix

Specifications

Specifications are subject to change without notice

■ Facsimile

■ Applicable Line
Public Switched Telephone Network (PSTN)

■ Compatibility
G3

■ Data Compressing System
MH, MR, MMR, JBIG, JPEG

■ Error Correction Mode
ITU-T ECM

■ Modem Speed
33600/14400/9600/7200/4800/2400 bps
Automatic fallback

■ Transmission Speed
- Black & White: Approx. 3 seconds/page* at 33.6 Kbps, ECM-MMR, transmitting from memory
  * Based on Canon FAX Standard Chart No. 1, standard mode.
- Colour: Approx. 1 minute/page* at 33.6 Kbps, ECM-JPEG, transmitting from memory
  * Based on Canon COLOUR FAX TEST SHEET.

■ Scanning Image Processing
UHQ™ (Ultra High Quality) image enhancement

■ Transmission/Reception Memory
- Transmission: 250 pages*
- Reception: 270 pages*

* Based on Canon FAX Standard Chart No. 1, standard mode.

■ Fax Scanning Speed
Approx. 5.3 seconds/page*
* Based on Canon FAX Standard Chart No. 1, standard mode.

■ Fax Resolution
- Black & White:
  B&W STANDARD: 8 pels/mm × 3.85 lines/mm
  B&W FINE: 8 pels/mm × 7.7 lines/mm
  B&W PHOTO: 8 pels/mm × 7.7 lines/mm
- Colour:
  COLOUR STANDARD: 200 × 200 dpi
  COLOUR FINE: 200 × 200 dpi

■ Dialling
- Automatic dialling
  One-touch speed dialling (9 destinations)
  Coded speed dialling (100 destinations)
  Group dialling (Max. 108 destinations)
- Regular dialling (with numeric buttons)
- Automatic redialling
- Manual redialling (with Redial/Pause button)

■ Networking
- Sequential broadcast (Max. 110 destinations)
- Automatic reception
- Automatic Fax/Tel switchover
- Remote reception by telephone (Default ID: 25)
- Non-ring reception
- Polling reception
- ECM deactivation
- ACTIVITY REPORT (after every 20 transactions)
- Non-delivery report
- TTI (Transmit Terminal Identification)

■ Telephone

■ Connection
Telephone/answering machine (CNG detecting signal)/data modem

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